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Kearneysville, WV 25430

AUXDATA Overview Guide

February 26, 2008

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1. PREFACE

1.1 Purpose

This document has been developed to provide United States Coast Guard (USCG) Auxiliary users with instructions and information necessary to use the Auxiliary Data (AUXDATA) system. The goal of this document is to provide the Auxiliary with an Overview Guide for training new personnel and guidelines for using the AUXDATA system.

1.2 Intended Audience

The following is a list of groups for whom this document was created:

- Assistant Commandant of Operations (G-O)
- Office of Auxiliary (G-OCX)
- District/Director of Auxiliary (DIRAUX)
- Division
- Flotilla.

1.3 Style Conventions

This document uses specific type styles to differentiate commands, directory names, and so forth, from the main text. The ***OSC Documentation Standard*** describes the use of type styles for this purpose.

1.4 Security and Privacy

Increased security has been added to the AUXDATA application. The ability to create, read, update, and delete data in the centralized system is based on the user's role and position. User Identification (ID) and passwords to the system indicate the allowable permission level a user has and prevent users from performing any actions in AUXDATA beyond the scope of their level.

The USCG has migrated to a Web-based environment using the USCG Standard Workstation III (SWIII). The new AUXDATA, which is a Solaris-Oracle-Internet Explorer (IE) application, is Web-based and runs on any workstation or laptop which supports the Microsoft (MS) IE Web browser, which includes all SWIII computers. Architecturally, the Auxiliary Management Information System (AUXMIS) II legacy system moved from a Computerized Tomography Operating System (OS)-based system to become AUXDATA in an MS Windows NT environment and has a completely different look and feel.

2. BUSINESS PROCEDURES

In the past, AUXMIS II business procedures mandated that users produce paper records and reports using local logs. Users were unable to view the data in the central database to determine if the USCG Headquarters (HQ) AUXMIS II data clerk had entered the paper report correctly. The new functionality of AUXDATA changes some of the business procedures, which were in place during the use of the AUXMIS II Legacy central computer system. Most notably, users enter the data into a log format directly in the AUXDATA central database, nearly eliminating mailing, faxing, or message traffic submission of quarterly reports.

2.1 Changes to Business Process

This section discusses many of the business process changes resulting from the use of AUXDATA.

2.1.1 Settings for AUXDATA

For AUXDATA to function, Regional System Managers must load the J-Initiator 1.1.7.18 plug-in to MS IE. This version of J-Initiator is part of the USCG Standard Image 4.6 and higher.

Also, Adobe Acrobat Reader must be configured properly to view reports. To configure Adobe Acrobat Reader, perform the following steps:

1. Open Adobe Acrobat Reader.
2. Click **File**.
3. Point to **Preferences**, and then click **General**.

4. Ensure the **Web Browser Integration** check box is not selected (see the following figure).

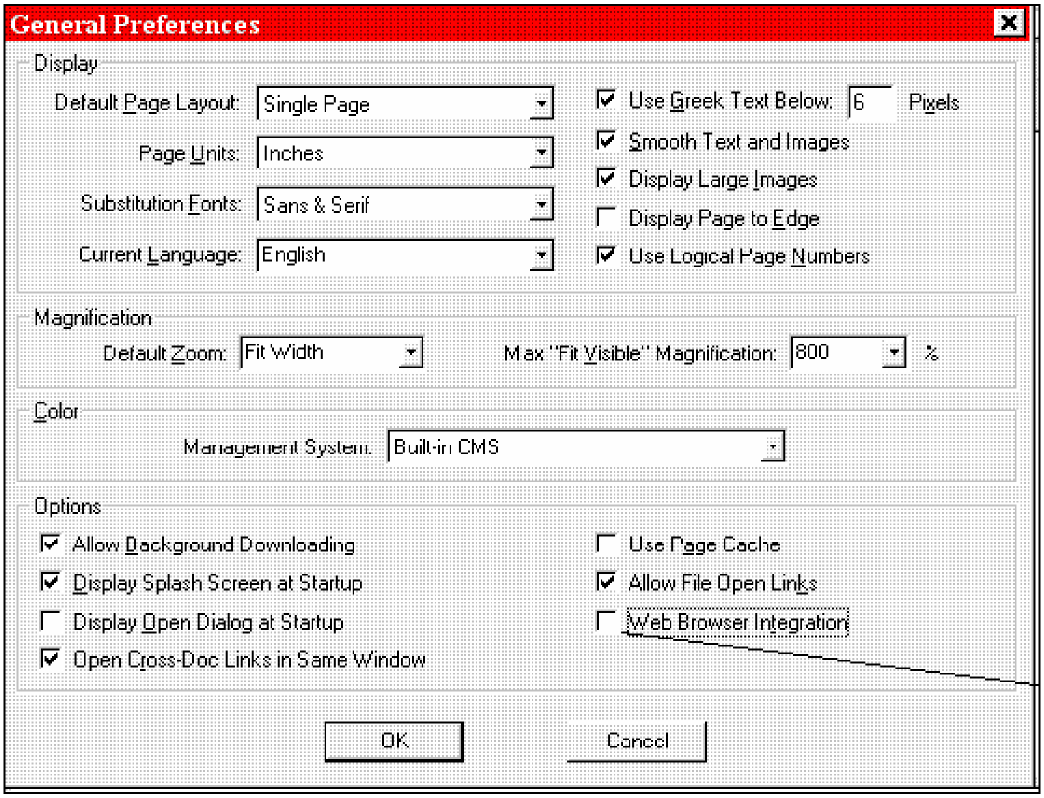


Figure 2-1 Clear Web Browser Integration Selection

5. Click **OK.**

Adobe Acrobat Reader is properly configured to view reports.

2.1.2 Definition of a Resource

The old AUXMIS II Reporting system treated Aircraft, Boats, Radios, and Units as unique resources with very unique reporting requirements. AUXDATA has changed to manage each resource equally. Therefore, the data capture process is fundamentally the same regardless of the type of resource the user is reporting.

AUXDATA only captures resource hours, allowing the unit to report the performance of only one mission at any given time. Employment hours were determined by the USCG to be unnecessary in justifying resource utilization, and therefore, were eliminated.

2.1.3 Activity Logs

AUXDATA uses a unique Activity Log for each Resource.

One of the major benefits of the common Activity Log structure is that the statuses of all USCG Auxiliary resources can be determined at any time by generating a summary report of the last activity entry for all resources within an organizational structure such as a District or Flotilla. Once all users begin updating the logs in real time, there may no longer be a need to send a change in status message for individual resources.

New missions and employment categories have been incorporated in the new AUXDATA application, and some old employment categories have been omitted or changed.

2.1.4 Crew Participation in USCG Auxiliary Missions

AUXDATA gives users the capability to assign crewmembers to the resource's activities. AUXDATA populates the USCG unit's roster of personnel by pulling assignment data directly from the Direct Access system. Pulling data directly from the same system used to assign Auxiliary members eliminates the need for unit users to maintain or create the basic information on USCG members; the maintenance and creation is already done by Personnel Reporting Units. AUXDATA currently refreshes its rosters from Direct Access once a week, so there is the possibility that a USCG Auxiliary member who arrives at a unit one day after the roster refresh will not show up on their new unit's roster for six days. Since AUXDATA has the full listing of USCG Auxiliarists, users can assign any one member, to an activity, regardless of whether the member is assigned to the unit.

2.1.5 Data Submission

In the past, information was gathered, placed in a report, and sent to the Director of Auxiliary (DIRAUX) in paper form on a regular basis. With AUXDATA, users are able to enter mission data daily into the database and all users are able to view the data as soon as it is entered. AUXDATA nearly eliminates the need for paper records and mailed reports.

Since data entered into AUXDATA is stored in a central database at the Operations Systems Center (OSC), there is no need to submit quarterly data. However, DIRAUX will need to verify the reported activities within their unit's resource logs using an approval process within AUXDATA. To eliminate the data entry and validation crunch at the end of the reporting period, AUXDATA activity data should be submitted into the database as soon as practical, but no later than two weeks from when the activity took place.

3. AUXDATA FUNCTIONALITY

AUXDATA has its own built-in navigational tools, which include various menus and return links. **Do not** use the browser's **Back** and **Forward** buttons to navigate through AUXDATA. The menu items and the return links (when available) may be used at any time to navigate while logged on to the system. Buttons represent all menu items and return links. When clicked with the mouse, the buttons link to a new page or a previous part of the application.

The AUXDATA main menu is shown in the figure below.

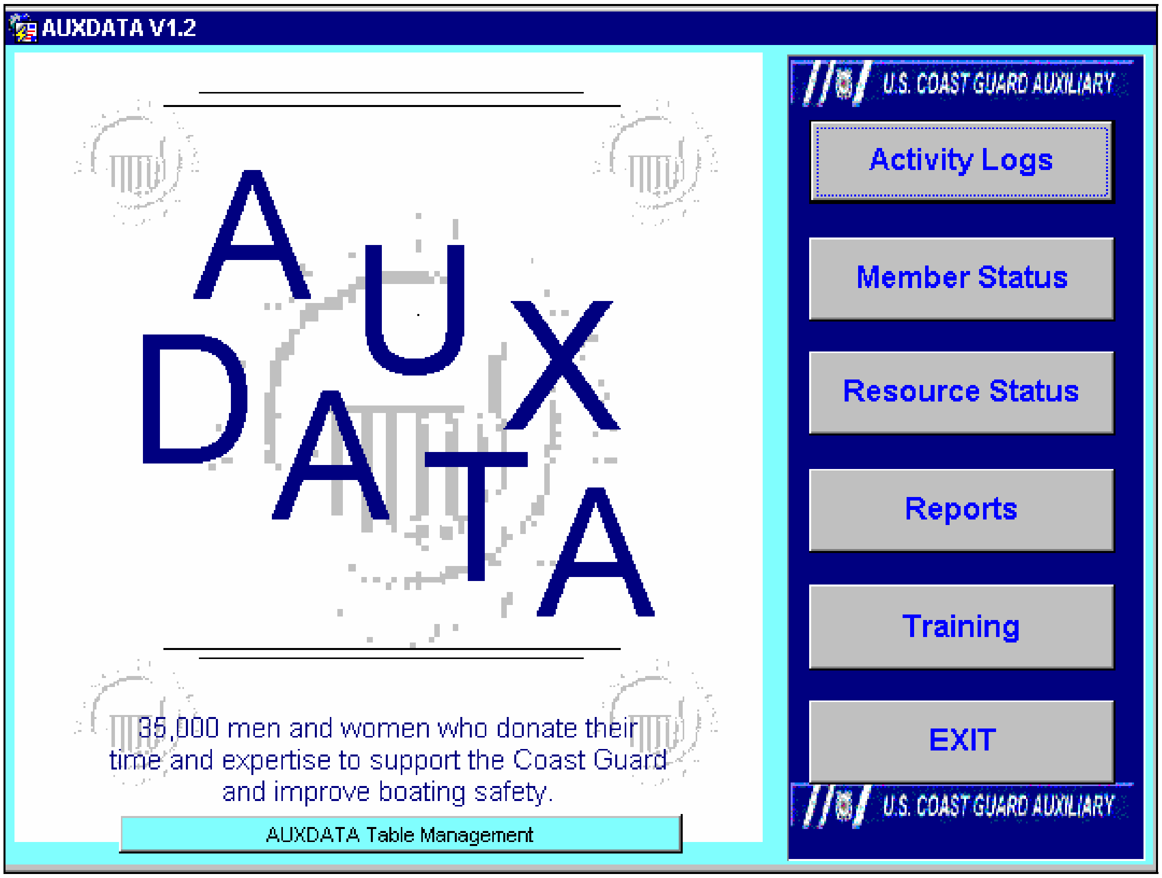
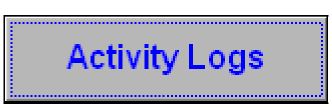


Figure 3-1 AUXDATA Main Menu

3.1 Main Menu Overview

Click any of the AUXDATA main menu options to use each tool. A general description of each mouse-activated menu option is listed below:



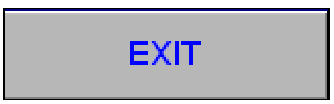
The **Activity Logs** button allows users to view, create, or modify the activity log class data for aircraft, boats, radios, and units. This feature also allows users to record the progress of task training for crewmembers. Activity approvals are performed through the **Activity Logs** button.

The **Member Status** button allows users to record the status of members of the unit and any subordinate units.

The **Resource Status** button allows users to view, update, and insert information on the resources listed for the unit.

The **Reports** button allows users to run an AUXDATA report of choice.

The **Training** button links to the Training Management Tool (TMT) application.



The **Exit** button logs the user off of the AUXDATA application.

The AUXDATA Table Management button links to the Table Management System.

3.2 New Capabilities

AUXDATA has new capabilities, such as increased system security, ad hoc query/reporting, file downloading, and a graphical user interface (GUI).

AUXDATA provides functionality consistent with the AUXMIS II legacy system. AUXDATA, under a Sun Microsystems' Solaris platform, is a GUI application and uses MS Windows screen objects, such as drop-down menus, shortcut menus, command buttons, option buttons, and so forth.

3.3 Access to Information

The USCG AUXDATA centralized database resides at the OSC. Through Web browsers, users may access the same central database, from any location with a user ID and password, to perform daily tasks. This central database is updated in real-time, meaning the instant a user modifies or enters data in the system; all other users may view the current data.

3.4 Web Functions

As a Web-based system, AUXDATA requires certain data entry and procedural actions for the best results. This section and its subsections discuss some important tips to use when working with AUXDATA.

3.4.1 Date Field Formats

All days are to be treated as 24-hour days. Disregard the artificial effects of changing between Standard and Daylight Savings Time or crossing time zone boundaries. The Zulu offset must be adjusted before entering any dates into the system. When entering dates in AUXDATA, the following two date formats are used in different instances:

- **Date Only:** *{ddmmmyyyy}*, where *{dd}* is the two-digit day, *{mmm}* is the first three letters of the month, and *{yyyy}* is the year.

  For example, an event that occurs January 15, 2001 is entered as: **15JAN2001**

- **Date and Time:** *{ddttttmmmyyyy}* – Date Time Group (DTG) format, where *{dd}* is the two digit day, *{tttt}* is the time on a 24 hour clock, *{mmm}* is the first three letters of the month, and *{yyyy}* is the year.

  For example, an event that occurs January 15, 2001 at 1143 hours is entered as: **151143JAN2001**

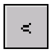
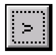
Most of the AUXDATA reports allow users to enter a date into a date field by using a Calendar feature. To enter a date into a date field using the Calendar feature, perform the following steps:

1. Click the x to the right of the date field.

   The Calendar appears, similar to the following:

Figure 3-2 Calendar Feature

2. Use << and >> buttons to select a *{year}*.

3. Use  and  buttons to select a `{month}`.
4. Click the desired `{day}`, and then click **OK**.

    The Calendar is closed and the date selected appears in the date field.

3.4.2 Required Fields

AUXDATA contains many required fields, which represent the minimum amount of data necessary to enter a record in AUXDATA and which may not be left blank. AUXDATA will not allow users to continue if a required field is left blank. Instead, an error will be received and the user must enter the required data in the field in order to continue.

3.4.3 Queries and Searches

Any time a user is prompted by AUXDATA to enter search criteria, the following options are available, depending on the information the user has and the results the user would like to retrieve:

- If the user knows exactly what item is being searched for, enter as much information as possible about that item.

  The unique item matching the search criteria appears.

- If the user knows only a small piece of information (perhaps only a portion of a word) to enter as search criteria, enter that information in the appropriate field and use the percent symbol (%) as a wild card. For example, when searching for a particular crewmember who has a "ch" in the last name, enter: **%ch%**

  A list of every entry matching the search criteria appears. For example, if **%ch%** *is entered, every last name including "ch" appears.*

- If the user knows the last letter or letters of the item being searched for, enter this information preceded by a percent symbol (%). For example, when searching for a particular crewmember whose last name ends with "ch", enter: **%ch**

  A list of every entry matching the search criteria appears. For example, if **%ch** *is entered, every last name ending with "ch" appears.*

- If the user knows the first letter or letters of the item being searched for, enter this information followed by a percent symbol (%). For example, when searching for a particular crewmember whose last name starts with "ch", enter: **ch%**

  A list of every entry matching the search criteria appears. For example, if **ch%** *is entered, every last name beginning with "ch" appears.*

- If the user does not know any information to enter as search criteria, leave all the search criteria fields blank, and then click the **Find** button at the bottom of the screen.

  *An entire listing of entries for the unit appears. If another query dialog box appears before the list appears, AUXDATA is giving another chance to refine the search, because the list will be large. Use any of these three options in the second box as well to refine the search or to retrieve the entire list. To display the entire list, ensure the percent symbol (%) is in the text box, and then click **OK**.*

3.4.4 Toolbar Options

A toolbar menu, which offers query and navigation tools, is available throughout the AUXDATA application (see the following figure).

Figure 3-3 Toolbar Menu

The Action menu option offers the following commands:

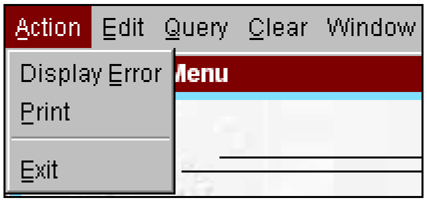


Figure 3-4 Action Menu

The Edit menu toolbar option offers the following commands:

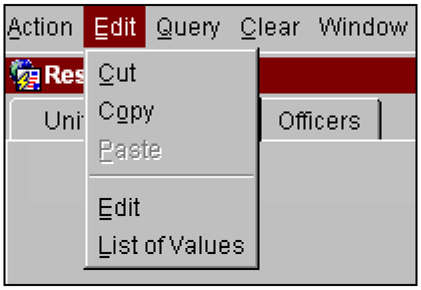


Figure 3-5 Edit Menu

The Query menu option offers the following commands:

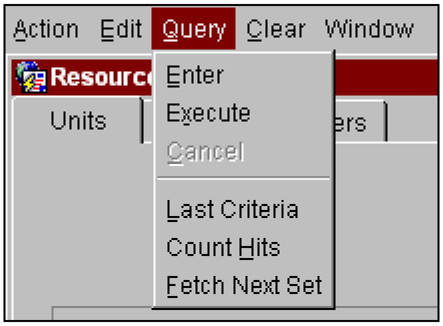


Figure 3-6 Query Menu

The Clear menu option offers the following commands:

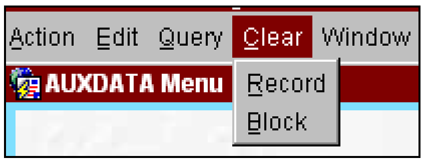


Figure 3-7 Clear Menu

The Window menu option offers the following commands:

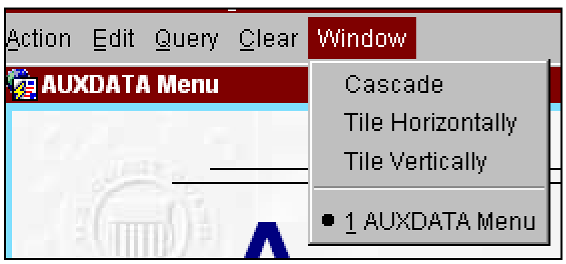


Figure 3-8 Window Menu

To execute a query for a data field, perform the following steps:

1. Click the Query menu.

   The Query command list appears.

2. Click **Enter**.

   All data fields become blank.

3. Enter search parameters using the guidelines in ***Section 3.4.3, Queries and Searches***, for any and all data fields for which a user may wish to execute a query.

4. Click the Query menu.

   The Query command list appears.

5. Click **Execute**.

   All records matching the search parameters entered in Step 3 appear.

3.4.5 Lists of Values

When the cursor is placed in certain data fields, a List of Values message appears at the bottom of the window. This list may be accessed by pressing **CTRL-L** or by clicking the **List of Values** button. The List of Values dialog box appears similar to the one shown in the following figure:

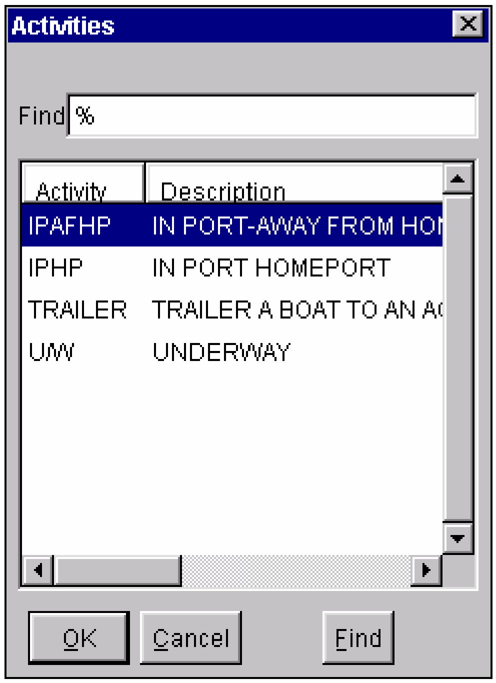


Figure 3-9 List of Values Dialog Box

The search may be refined further by entering text in the **Find** field using the guidelines in ***Section 3.4.3, Queries and Searches***, and then clicking the **Find** button. After a successful search, select the chosen items, and click **OK**.

The selected items are placed into the data field.

3.4.6 List Boxes

A list box is similar to a text box in AUXMIS, but has an arrow on the right end of the box. Click the arrow on the right end of the list box to view a list of defined options. Data cannot be entered in lists; only selections from the available option list may be made. An example of a list box is shown in the following figure:

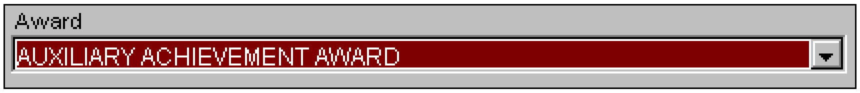


Figure 3-10 List Box

To use a list box, perform the following steps:

1. To view the options, click the arrow  on the right end of the box.

   The list of options appears on the screen, similar to the following:

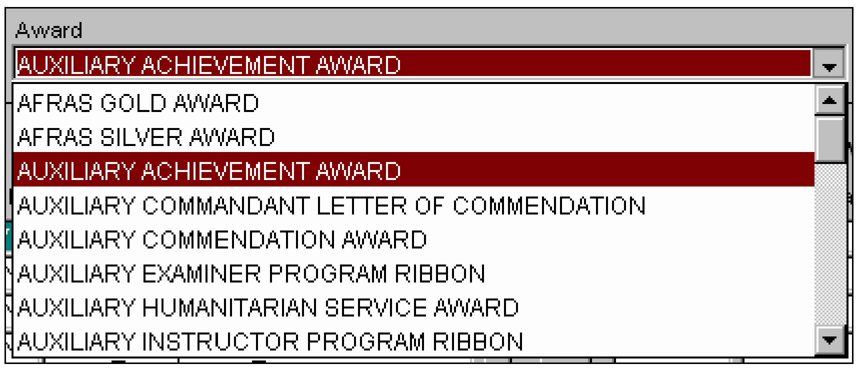


Figure 3-11 Option List

2. Move the mouse to select the data.

   The list closes, and then the data selected appears in the list box.

3.4.7 Filters

A filtering feature is available throughout AUXDATA (refer to the following figure for an example), which allows the user to quickly find a record(s) in a list.

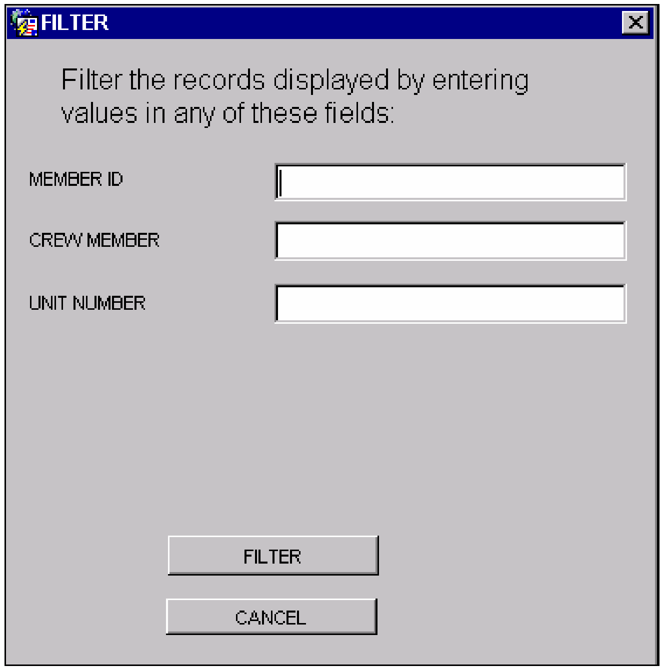


Figure 3-12 Filter

Perform the following steps to filter a list:

1. Click the **Filter** button.
2. In the dialog box that appears, enter a `{value}` in any one or all of the fields provided to filter the list.
3. Click **Filter**.

   *The list is populated only with the records that have the specified value, and then the **Filter** button becomes an **Unfilter** button.*

3.4.8 Column Heading Buttons

Sorting using the column headings buttons is available throughout the AUXDATA application (refer to the following figure). These buttons list items alphabetically, numerically, or alphanumerically.

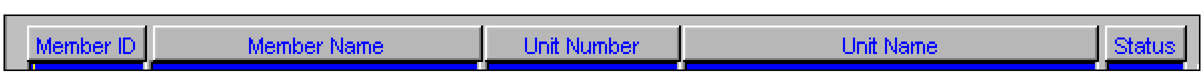


Figure 3-13 Column Heading Buttons

1. To alphabetize using the Member Name, click the  button.

   Member Name lists the Members.

4. CONNECTING TO AUXDATA

This section discusses the necessary user names, passwords, associated access levels, and procedures to log on to AUXDATA.

4.1 Access Levels

NOTE: *This user guide covers actions and procedures for all access levels. Not all users will have permissions to perform all the procedures in this guide. Each user should discern which procedures apply to each role, or class, in AUXDATA.*

All authorized AUXDATA users have the ability to view all of the aircraft, boat, radio, and unit data in AUXDATA through the Reports menu. The ability to create, read, update, delete, and approve data in the system is based on the user's role, or class.

All users have unique identification numbers. Users' identification numbers are directly related to the user's assigned unit. Therefore, when logging on to AUXDATA, a user will only see the resources assigned to that unit and may only update activity logs for resources assigned to that unit.

The following is a brief description of each of the three access levels:

- **Flotilla Level**

  Flotilla level users have access in AUXDATA to create and update log activities.

NOTE: *No action can be performed on approved logs.*

- **DIRAUX Level**

  DIRAUX may log on as Air, Boat, Radio, or Unit users. DIRAUX has access in AUXDATA to approve data at the command level by using **Approvals** and to create, update, and delete data in their unit's Activity Log.

- **Headquarters Level**

  Headquarters level users have access in AUXDATA to approve data at the HQ level.

4.2 Logging On To AUXDATA

AUXDATA is accessed through the Web browser on a Personal Computer (PC) or a USCG SWIII. To access AUXDATA, perform the following steps:

1. Log on to a PC or a USCG SWIII.
2. Open the MS IE browser by double-clicking the icon on the desktop.

   The MS IE browser opens.

3. In the Address bar of the browser, enter: **http://auxdata.uscg.gov**, and then press **ENTER**.

   The AUXDATA Home page appears, similar to the following:

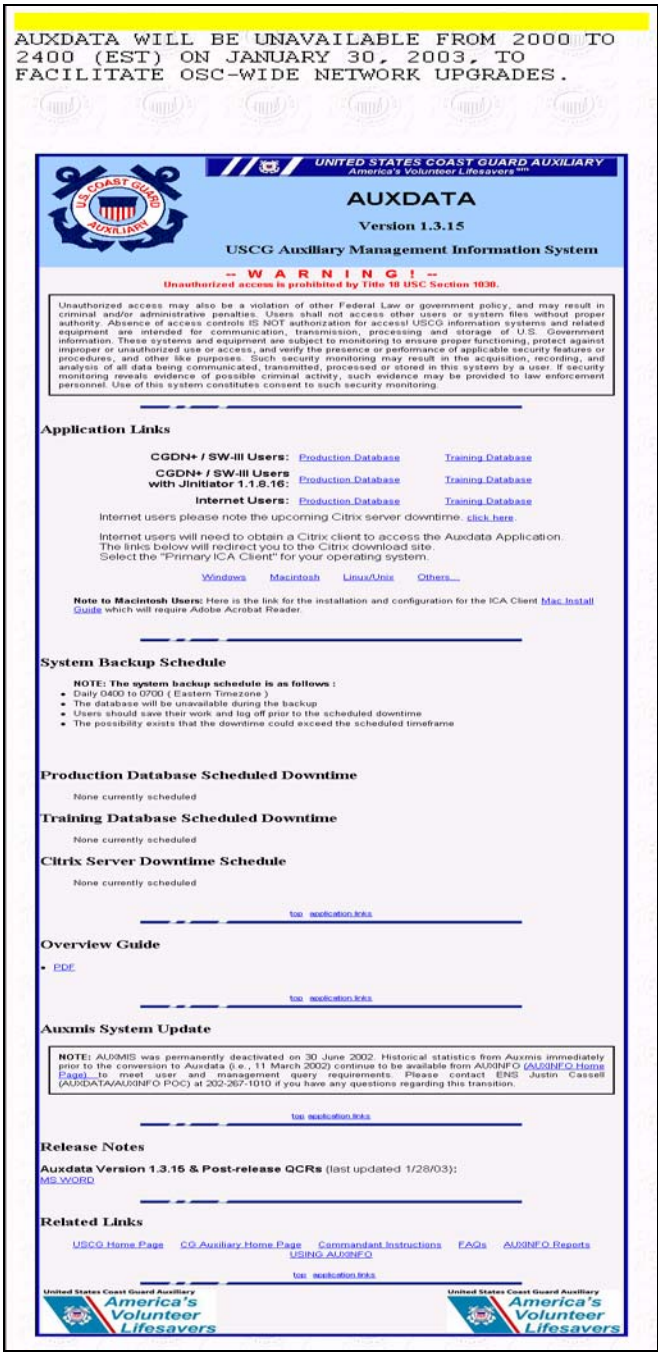


Figure 4-1 AUXDATA Home Page

WARNING: Only connect to Production for official business reasons; Production <u>may not</u> be used for training or practicing on the system. To train or practice on the system, connect to Training.

4. Scroll down the page and, using the links appropriate to the computer being used, click the **Training Database** hyperlink to connect to the development-training database, or click the **Production Database** hyperlink to connect to the production database, where official business is performed. Use the links for Jinitiator 1.1.8.16 if using a Windows XP using Microsoft Internet Explorer 6.0, and have a Pentium 4 processor.

   A window appears, similar to the following:

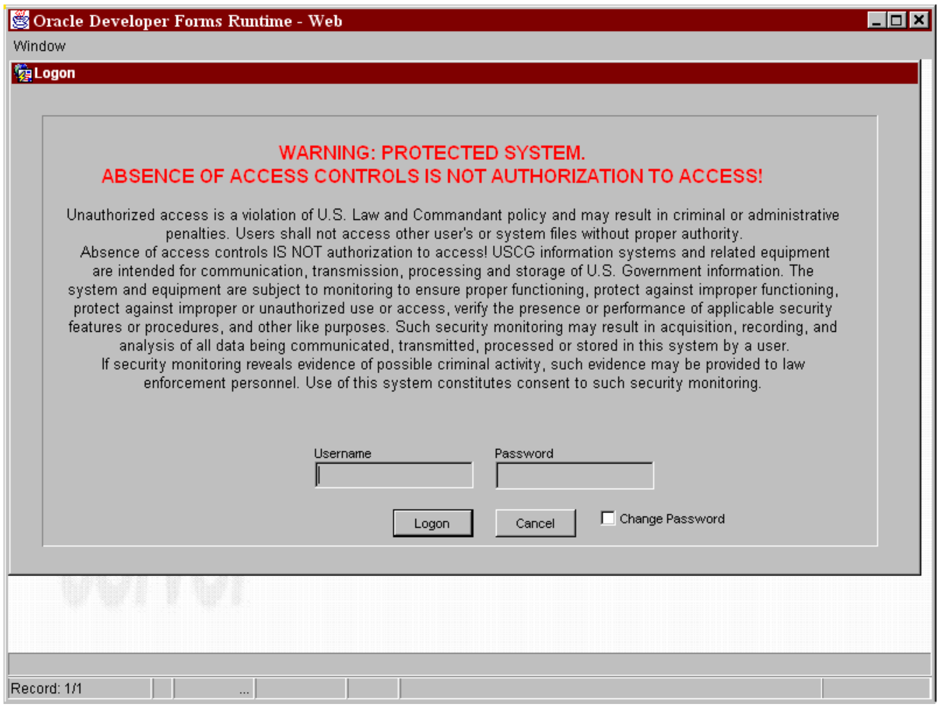


Figure 4-2 Logon Window

5. Enter the `{user name}` and `{password}`, and click **Logon**.

NOTE 1: *An account will be locked after three failed logon attempts. The user should contact the DSO-IS or SO-IS to have his/her account unlocked or wait 1 hour for the account to automatically unlock.*

NOTE 2: *A user password will expire in 90 days. The user will be alerted at logon 15 days before the expiration date and can change his/her password at that time. If the password is not changed by the 90th day, the account will be locked.*

NOTE 3: *After 90 days of inactivity, the user account will be locked. After 180 days of inactivity, the user account will be dropped (expired).*

NOTE 4: *If a user's account is locked or expired, the user will be notified at logon with an alert message. If this occurs, the user should contact the SO-IS or SO-1S for assistance.*

6. A first-time user should log on using the appropriate default user name and password (as explained in the note below). The system will prompt the user to change his/her password. Change the temporary password using ***Section 4.3, Changing a User's Password***.

NOTE: *The user ID of a first-time user will be his/her first initial followed by his/her last name. For example, John Smith's user ID would be* ***jsmith***. *The temporary password for a first-time user will be* ***AUXuserid_1***. *In other words, the user ID will be comprised of* ***AUX***, *the user ID, and* ***_1***. *Example:* ***AUXjsmith_1***.

The user is connected to AUXDATA, and the AUXDATA main menu appears, similar to the following:

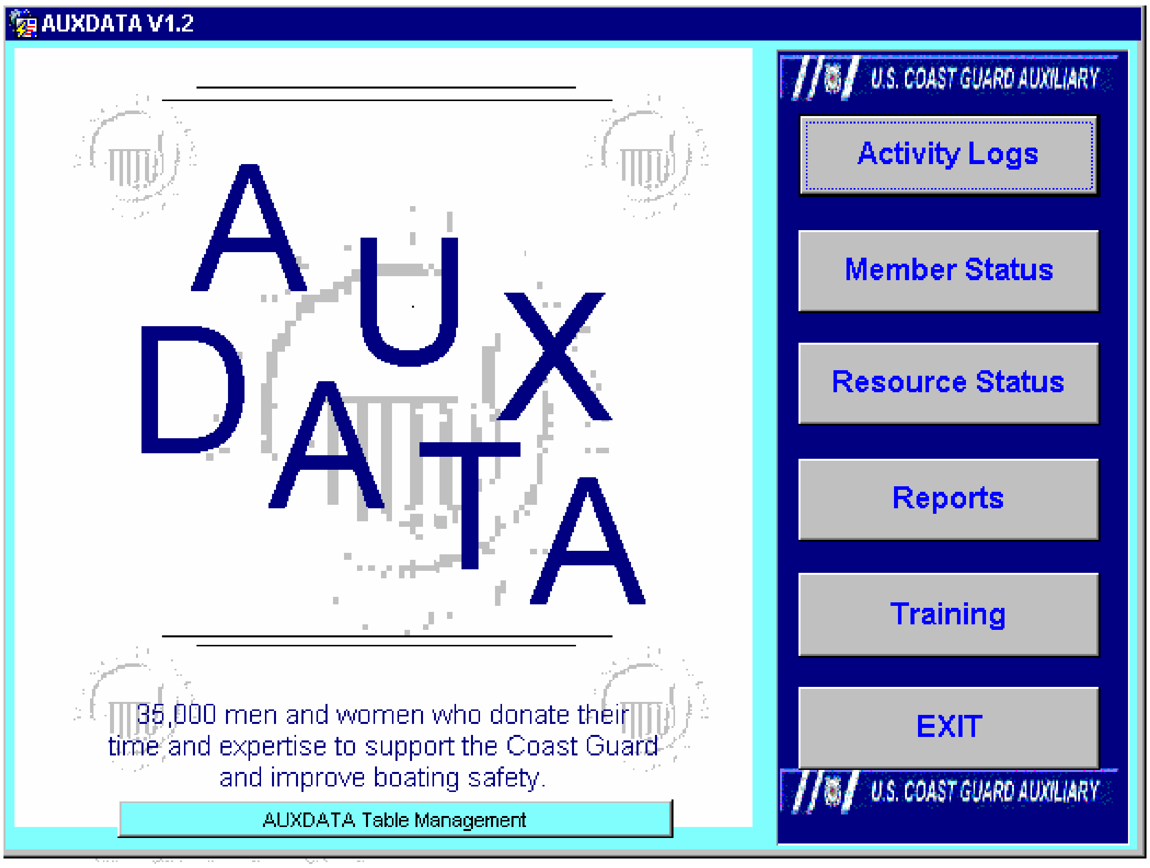


Figure 4-3 AUXDATA Main Menu

7. Once logged on to the AUXDATA database through a browser, a user may perform Auxiliary duties. Continue to the next sections for guidance with various AUXDATA tasks.

4.3 Changing a User’s Password

To change a user password, perform the following steps:

1. Log on to a PC or a CG SWIII.

2. Open the MS IE browser by double-clicking the icon on the desktop.

   The MS IE browser opens.

3. In the **Address** bar of the browser, enter: **`http://auxdata.uscg.gov`**, and then press **ENTER**.

   The AUXDATA Logon screen appears.

4. Enter the *`{user name}`* and *`{password}`*, select the **Change Password** check box, and click **Logon**.

   The Change Password screen appears, similar to the following:

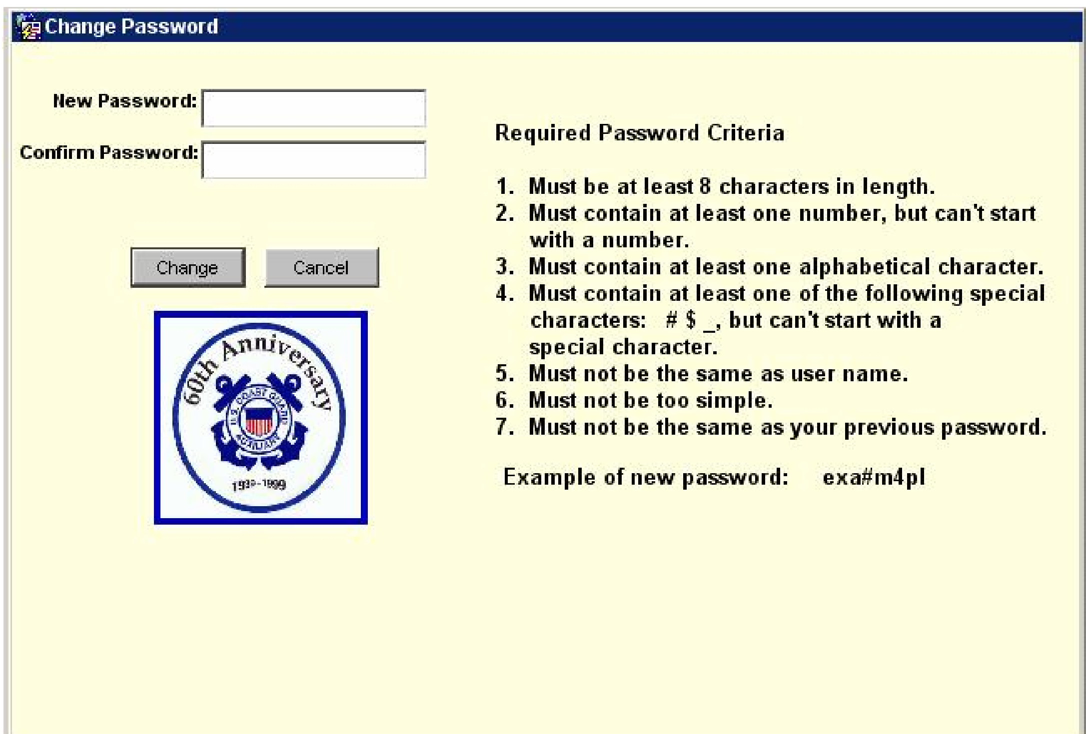


Figure 4-4 Change Password Screen

NOTE: *To be valid, the new password must conform to Required Password Criteria listed on the Change Password screen.*

5. Enter a new *`{password}`* in the **New Password** field, re-enter the new *`{password}`* in the **Confirm Password** field, and then click **Change**.

   A message box appears indicating the password was successfully changed.

6. Click **OK**.

   The password is changed. The user is logged on and the AUXDATA main menu appears.

5. ACTIVITY LOGS

The Activity Logs portion of AUXDATA is the most important and most widely used portion of the system. In the Activity Logs, users must keep a continuous log of activities for a specific aircraft, boat, cutter, or radio by entering activities each time the mission status changes. AUXDATA computes and produces all numbers and reports when it is time to run a report, which obviates the need for the user to calculate the numbers. AUXDATA allows users to enter activities at any time (immediately after the activity, incrementally, or all at once), but the user is responsible for ensuring the business procedures defined in ***Section 2, Business Procedures***, are followed. The Activity Logs provide the following options:

- Aircraft
- Boat (including cutter boats)
- Radio
- Unit.

Refer to ***Appendix A, Activity Logs Button Flow Charts***, for examples of inserting the following activities: ATON Patrol (Boat), Public Education (PE), Radio Mission – Marine Patrol (Radio), Safety Patrol (Boat), and Vessel Safety Check (VSC).

To use the Activity Logs, perform the steps in this section and subsections.

NOTE: *For the purpose of this user guide, the procedures and examples provided following are based on the Boat option. Aircraft, Boats, Radios, and Units have similar actions, but details, such as list items and resources, vary with each.*

5.1 Create Activity

To create an activity for a resource (aircraft, boat, radio, or unit), perform the following steps:

1. Click the  button from the AUXDATA main menu.

The Boat Resources screen appears, similar to the following:

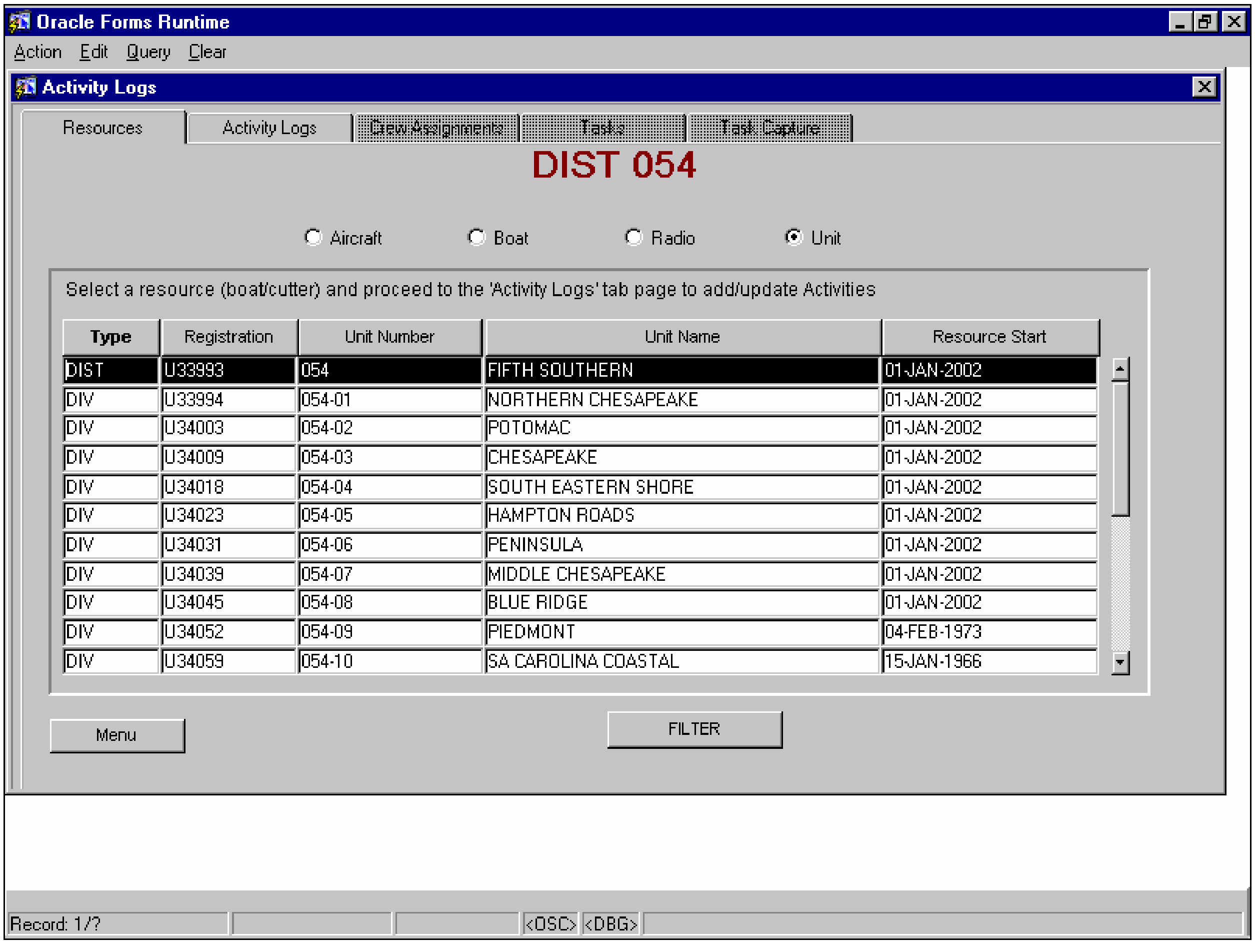


Figure 5-1 Boat Resource Screen

2. Click the desired `{resource}`, click the desired `{unit}`, and then click the **Activity Logs** tab.

   The Activity Logs screen appears, similar to the following:

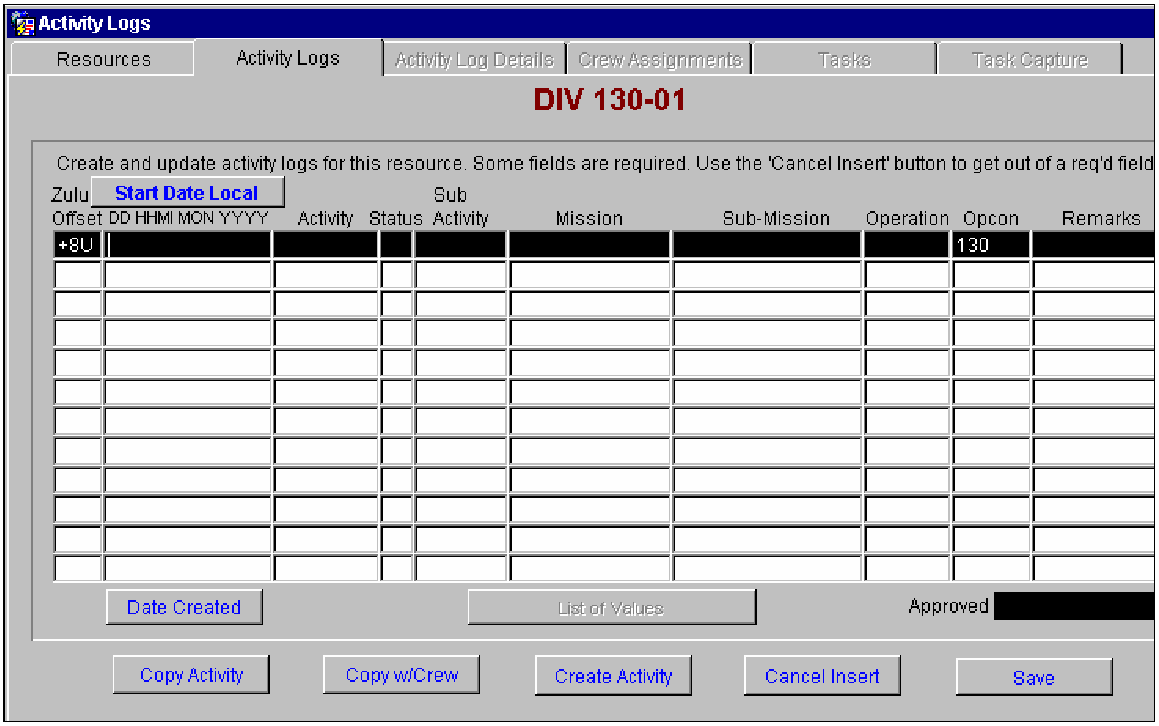


Figure 5-2 Activity Logs Screen

3. Click the 

 button.

   The cursor moves to the next available activity line and the screen has a new button.

4. Enter the necessary information for the activity. Press the **TAB** key after each field. Use the **List of Values** button when necessary.

   The information is entered.

5. Click **Save**.

   The information for the activity is saved.

5.2 Copy Activity

To copy an activity for a resource (aircraft, boat, radio, or unit), perform the following steps:

1. Click the activity log with Mission desired, and then click the 

 button.

   *The activity is copied to the next available blank activity log. All information except the **Start Date Local** field is copied.*

2. Enter the *{Start Date Local}* in the **Start Date Local** field, press the **TAB** key, and then click **Save**.

   The activity is entered and saved.

5.3 Copy Activity with Crew

To copy an activity with the crewmembers for a resource (aircraft, boat, radio, or unit), perform the following steps:

1. Click the activity in Approved Activities with Mission desired, and then click Copy w/Crew.

   *The activity is copied to the next available blank activity log. All information except the **Start Date Local** field is copied.*

2. Enter the *{Start Date Local}* in the **Start Date Local** field, press the **TAB** key, and then click **Save**.

   The information is entered and saved.

5.4 Cancel Insert

To cancel the insertion of an activity for a resource (aircraft, boat, radio, or unit), perform the following step:

1. Click the Cancel Insert button.

   The Activity is cancelled and the cursor moves to the previous activity.

5.5 Entering Activity Log Details for Resources

To enter the activity log details for the selected resource (aircraft, boat, or radio), perform the following steps:

1. Click the first activity log entered (For example: Mission=ATON), and then click the **Activity Log Details** tab.

    The Activity Log Details screen appears, similar to the following:

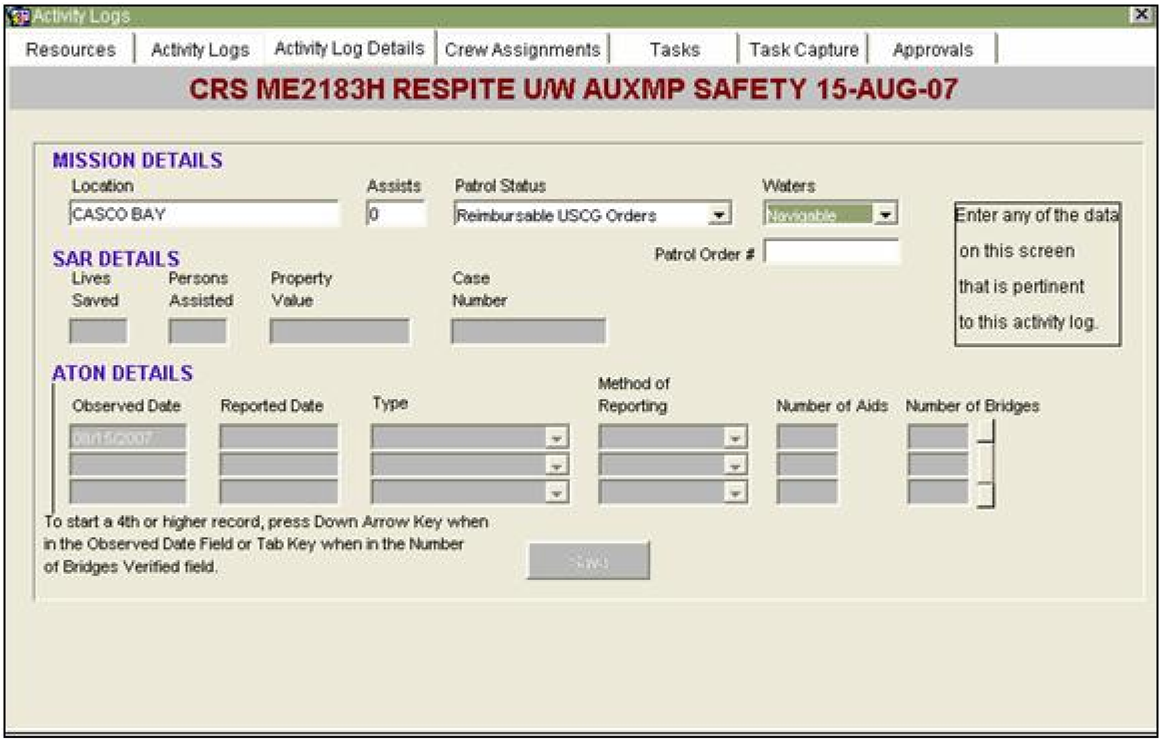


Figure 5-3 Activity Log Details Screen for a Resource

2. Enter the information required for Mission, SAR, or ATON details, whichever applies to the present mission. (Use the **List of Values** button when necessary.)

    The information is entered.

3. Click **Save**.

    The information is saved.

5.6 Entering Activity Log Details for Unit

To enter the activity log details for a unit, perform the following steps:

1. Click the first activity log entered (For example: Mission=VSC), and then click the **Activity Log Details** tab.

   The Activity Log Details screen appears, similar to the following:

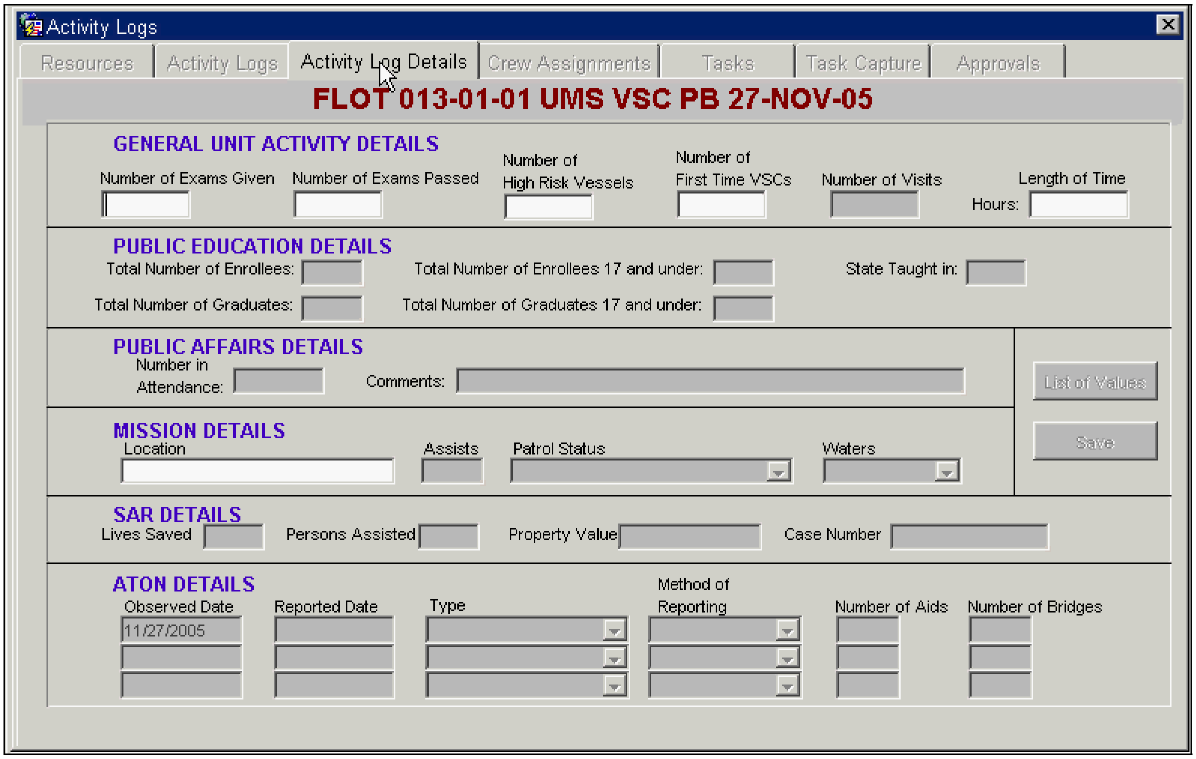


Figure 5-4 Activity Log Details Screen for a Unit

NOTE: *The Activity Log Details screen may vary somewhat, depending on the mission. For example, some data entry fields shown in Figure 5-4 may be disabled or absent for certain activities.*

2. Enter the information required, whichever applies to the present mission. Use the **List of Values** button when necessary.

   The information is entered.

3. Click **Save**.

   The information is saved.

5.7 Entering Crew Assignments

The **Crew Assignments** tab allows users to search on the following: Your Unit and Its Subordinate Unit, Select CG Unit, and Search for Person. To enter the crew assignments for a resource (aircraft, boat, radio, or unit), perform the following steps:

1. Click the **Crew Assignments** tab.

   The Crew Assignments screen appears, similar to the following:

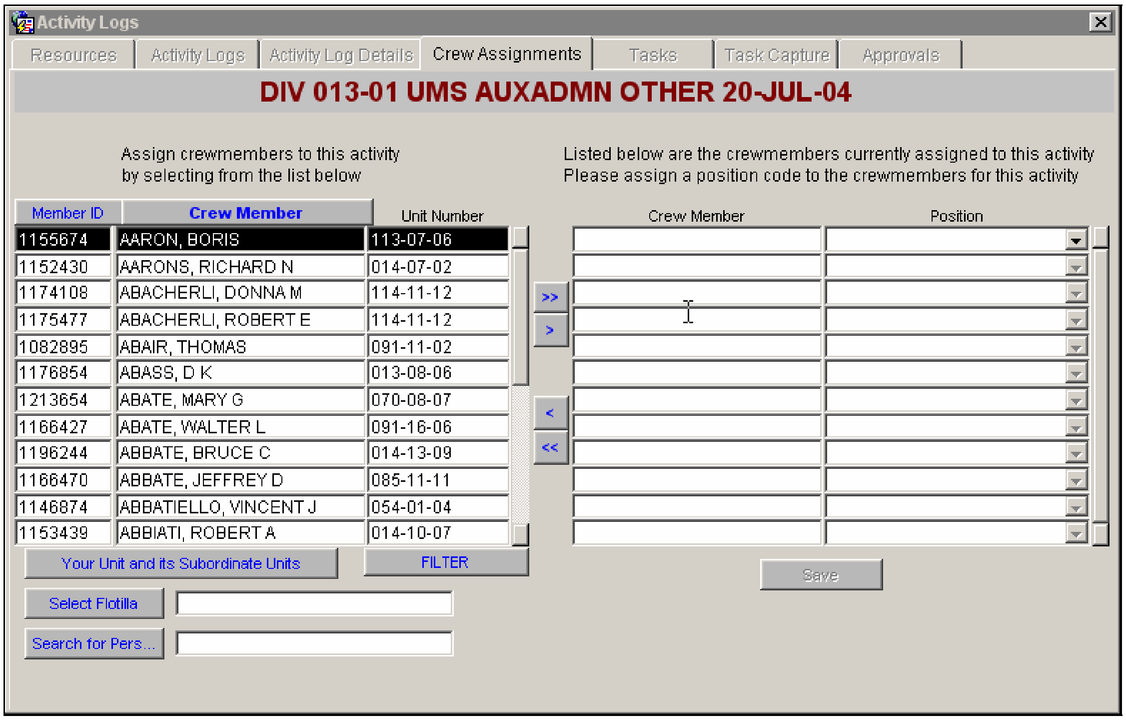
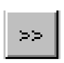


Figure 5-5 Crew Assignments Screen

2. Click  to assign all of the crewmembers. If not all crewmembers participated, select the crewmembers, who are being assigned, and then click . If needed, use the **Filter** feature to refine the list of crewmembers displayed.

   The crewmembers or crewmember selected are moved from the left side of the screen to the right side of the screen.

3. For each member listed on the right side, there is a position. Use the list box to select each member position.

4. Click **Save**.

   The information is saved.

5.8 Entering Tasks Tab

To enter the tasks for a resource (aircraft, boat, radio, or unit), perform the following steps:

1. Click the **Tasks** tab.

   The Tasks screen appears, similar to the following:

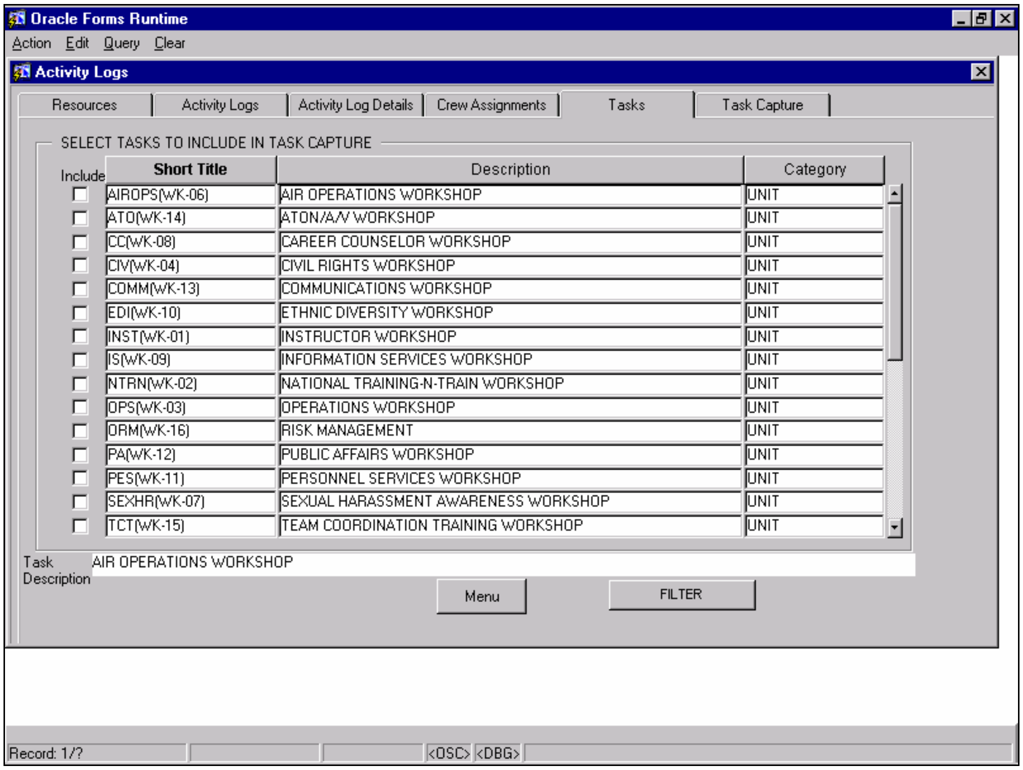


Figure 5-6 Tasks Screen

2. Click the **Include** check boxes for the Tasks desired.

5.9 Entering Task Capture

The **Task Capture** tab allows users to delete, copy, and save tasks in which a resource is participating. To capture the tasks for a resource (aircraft, boat, radio, or unit), perform the following steps:

1. Click the **Task Capture** tab.

   The Task Capture screen appears, similar to the following:

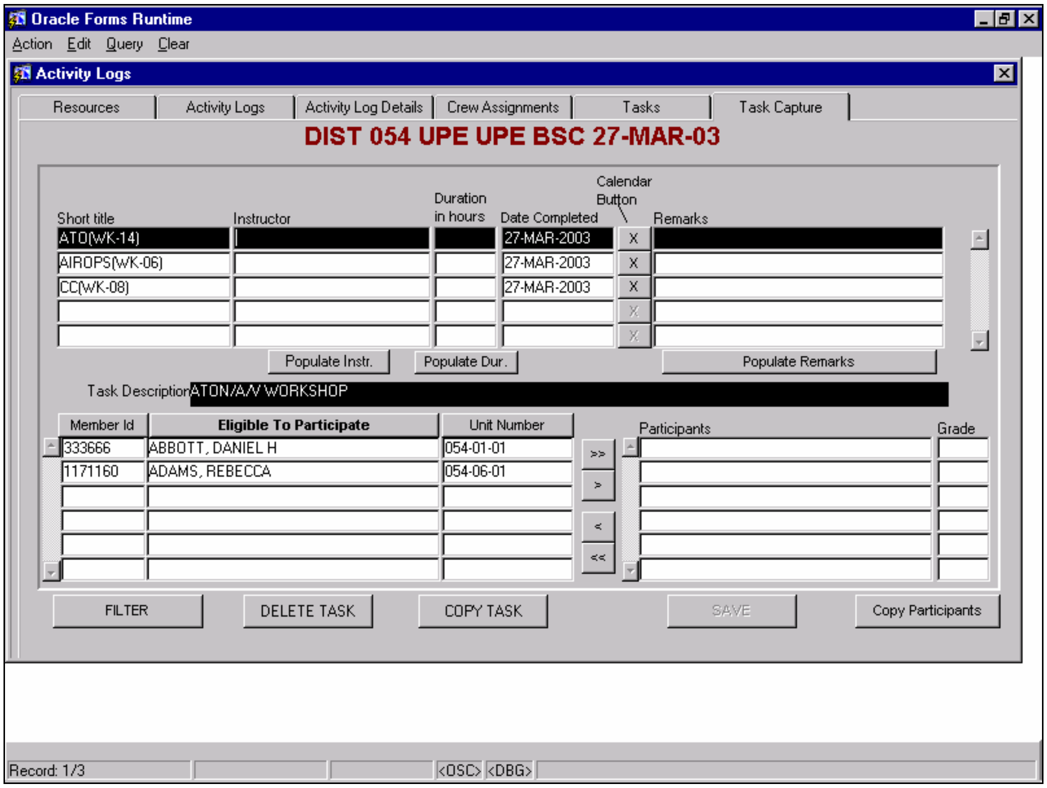


Figure 5-7 Task Capture Screen

2. Enter the information, for example: *{Short title}*, *{Instructor}*, *{Duration in hours}*, *{Date Completed}*, and *{Remarks}* for the task to be captured.

3. Click **Save**.

   The information is saved.

5.10 Entering Approvals

Up to three months of Approved Activities are available for viewing. To approve the activities for a resource (aircraft, boat, radio, or unit), perform the following steps:

1. Click the **Approvals** tab.

   The Approvals screen appears, similar to the following:

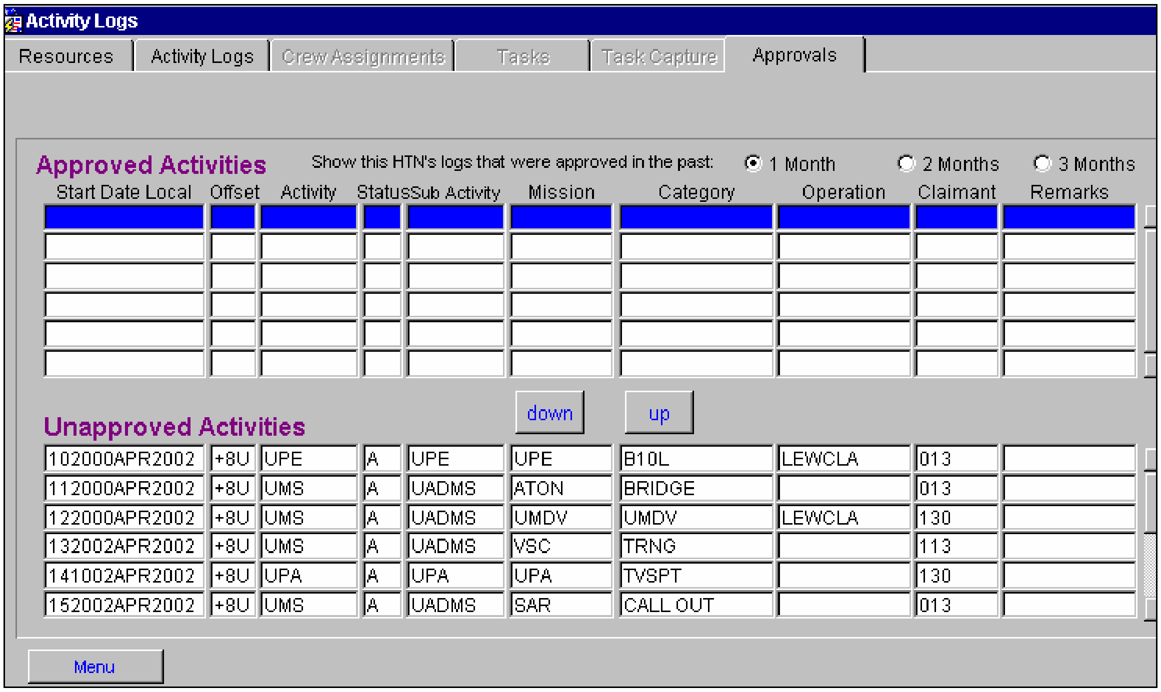
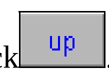


Figure 5-8 Approvals Screen

2. Select the desired *{activity}* in Unapproved Activities, and then click .

   The activity is highlighted. A message appears, similar to the following:

   `You are about to transfer this facility to another unit. Continue?`

3. Click **Confirm**.
4. Click the **List of Values** button, click the desired *{unit}*, and then click **OK**.
5. Click **Transfer**.

   The resource is transferred, and then a message appears confirming the transfer.

6. Click **OK**.

   The Resource screen appears.

6. DISESTABLISH A UNIT

AUXDATA allows users to disestablish a unit and a subordinate unit. To disestablish a unit, perform the following steps:

1. Click the desired `{unit}` to disestablish, and then click **Update**.

   The Unit Update screen appears.

2. In the **Disestablish Date** field, enter the `{date}` the unit is to be disestablished, press the **TAB** key, and then click **Save**.

   A Unit Transfer screen appears, similar to the following:

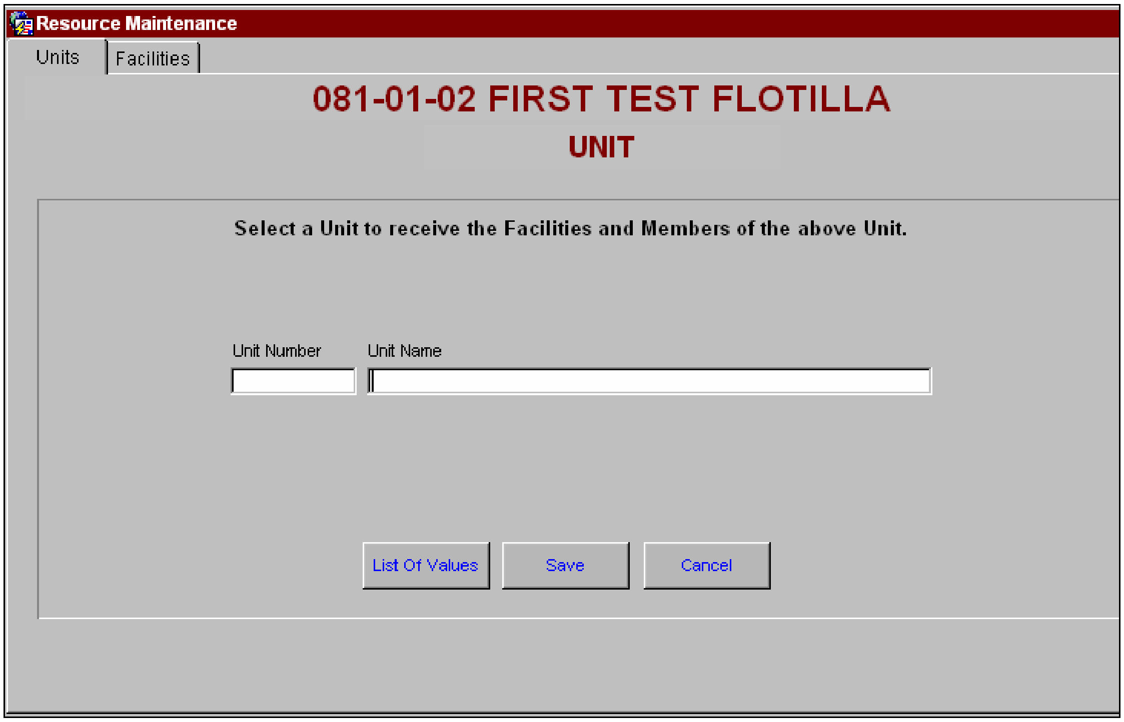


Figure 6-1 Unit Transfer Screen

3. Click **List of Values**, select the `{unit}` to be transferred, and then click **OK**.

   The Unit Number and Name entered appear.

4. Click **Save**.

   A confirmation message appears.

5. Click **OK**.

   The Unit Update screen appears.

7. MEMBER STATUS

AUXDATA allows users to maintain information and the status of members of a unit and members of any subordinate units using Member Status. In Member Status, users can insert a new member, transfer a member, update member information, view the member's history, enter Patriot Readiness information, enter Emergency Contact information, and enter Past Offices.

7.1 Insert Member

To insert a new member at a unit or at any subordinate unit, perform the following steps:

1. Click the 

button from the AUXDATA main menu.

   *The **Unit** tab appears as shown in the following figure. Note that if a user is logged on as an SO-IS, the user will be taken directly to the **Members** tab (refer to the following figure)*

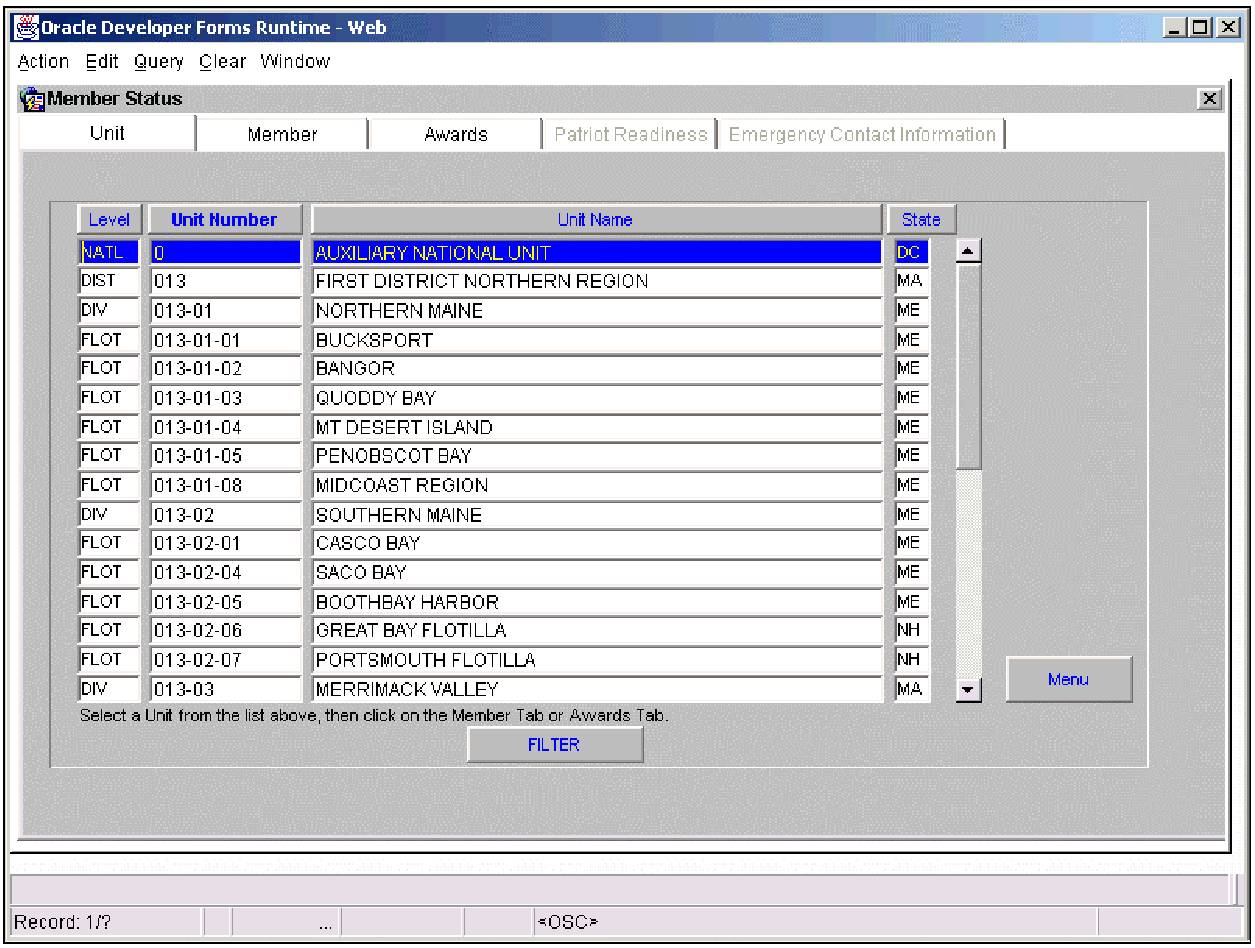


Figure 7-1 Unit Tab

2. Select the *{unit}* in which a member is being inserted.

3. Click the **Member** tab.

*The Member screen appears, displaying all active members at the selected unit, or if the user was directed to the **Member** tab upon entering Member Status, the members at that unit appear.*

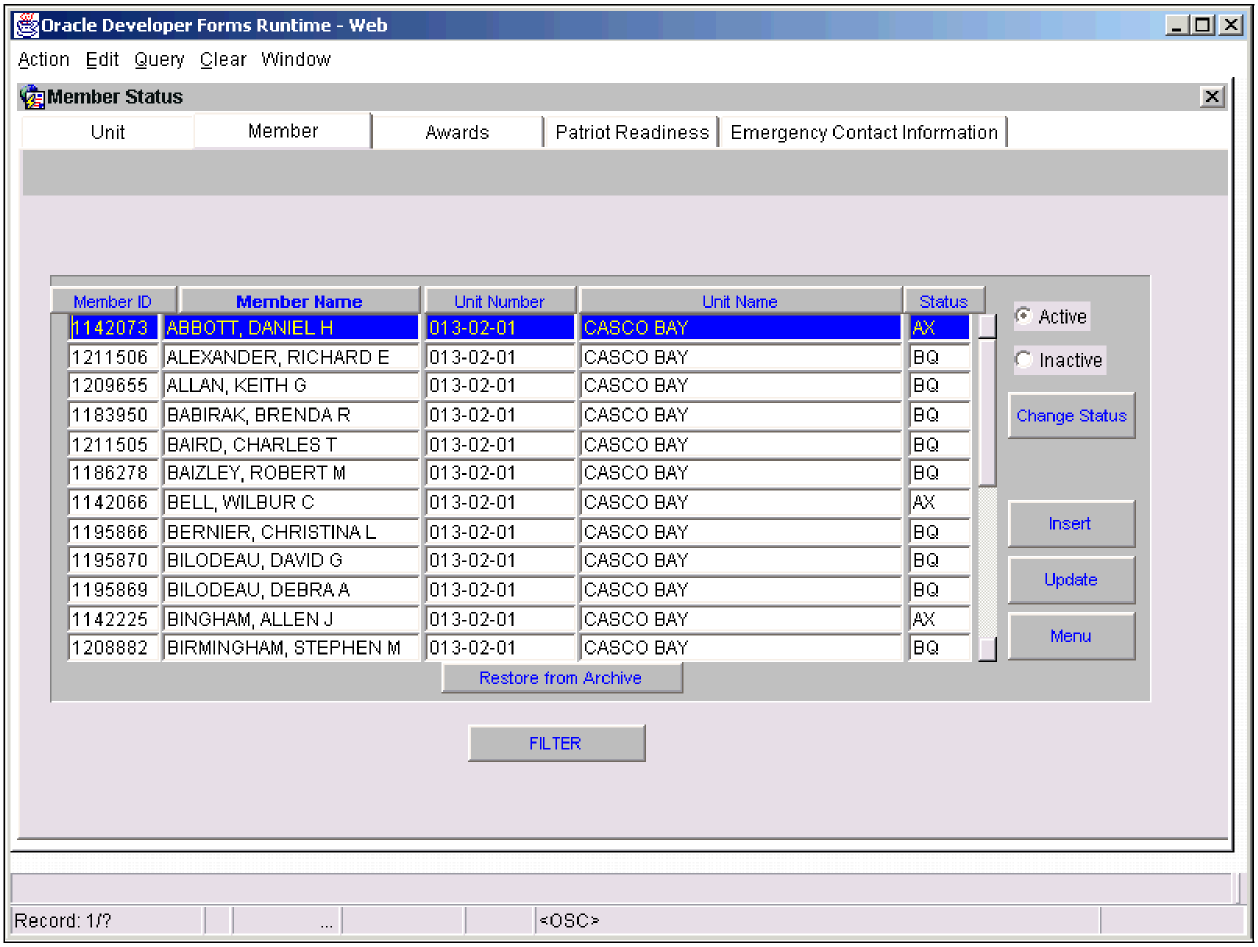


Figure 7-2 Member Tab

4. Click the **Insert** button.

    The Insert screen appears, similar to the following:

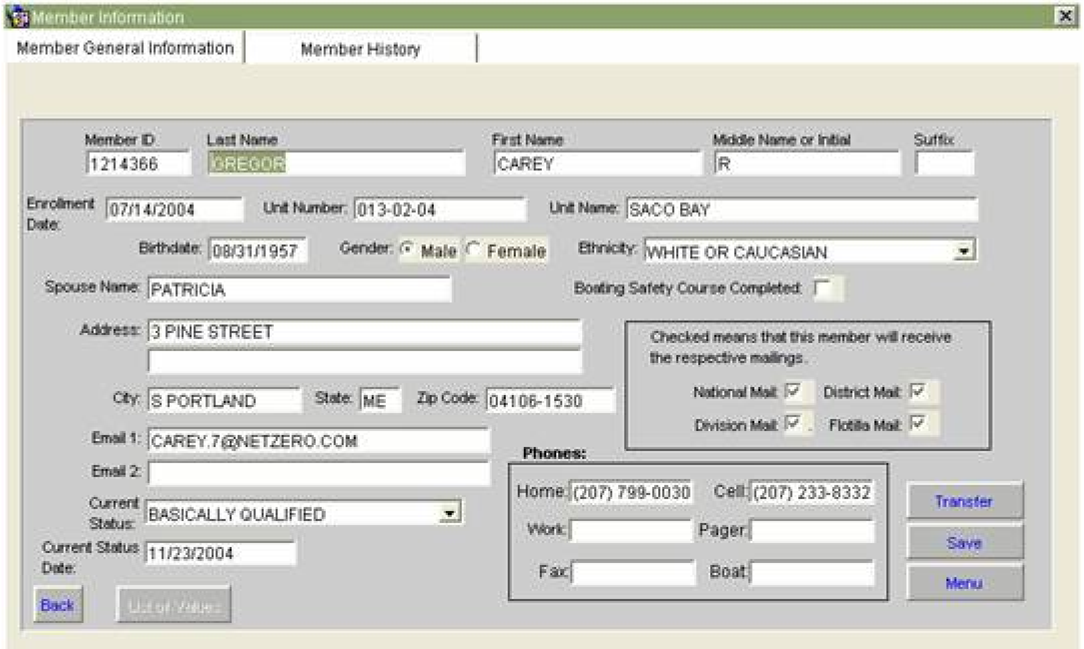


Figure 7-3 Member Insert Screen

5. Enter the necessary information for the member. Pressing the **TAB** key advances the cursor to the next field. (Use the **List of Values** button and list box when necessary.)

6. Click **Save**.

    The record is saved.

NOTE: *A **Boating Safety Course Completed** check box has been added. Checking this box will allow members that are Approval Pending (AP) status to be assigned and certified in all competencies except Coxswain. Aircraft Commander, First Pilot, Co-Pilot, Air Crew, Air Observer, and Personal Watercraft Operator. Only DISTRICT DIRAUX users are able to select or clear this check box. Once certified, AP members can serve as Lead, Non-Lead, or Trainee for their mission-related competencies.*

7.2 Change Member Status

This section describes how to change a member's status. Perform these same steps when archiving, or dis-enrolling, a member.

1. From the **Unit** tab, select the `{unit}` associated with the member whose status is to be changed. When entering Member Status, if the user is directed to the **Member** tab, go to *Step 2*.

2. On the **Member** tab, select the `{member}` whose status is being changed.

3. Click the **Change Status** button.

    The Change Status screen appears, similar to the following:

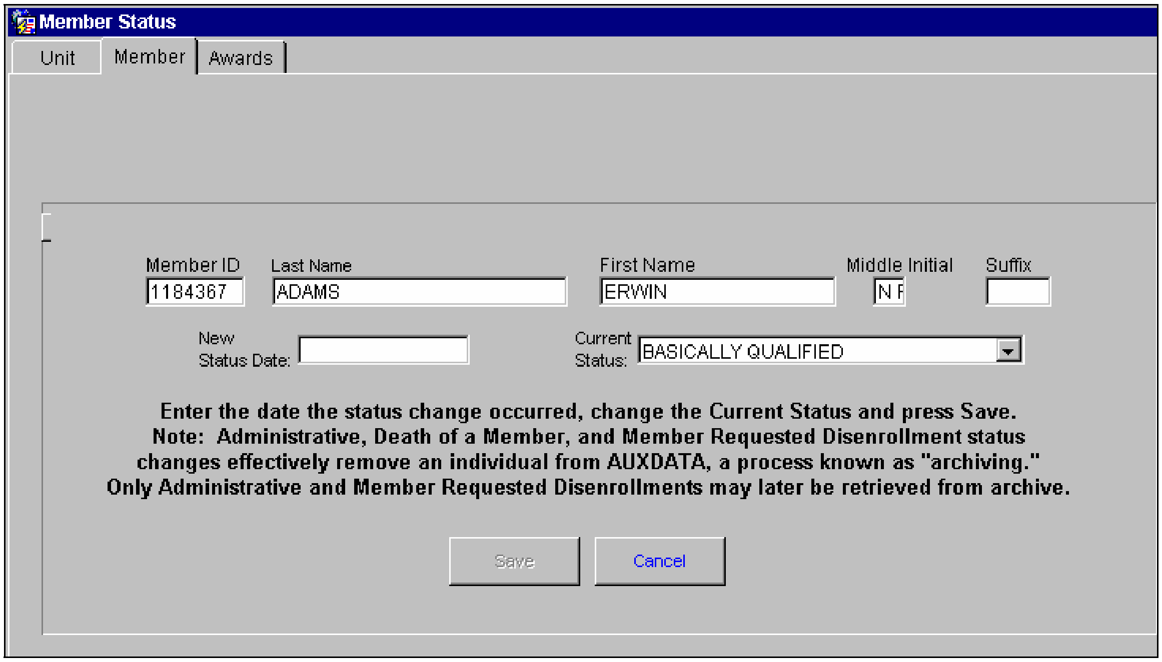


Figure 7-4 Change Status Screen

4. Click the **Current Status** list box, and then select the desired `{status}`. In the **New Status Date** box, enter the desired `{date}`, and then press the **TAB** key.

NOTE: *If a user wishes to archive a member, select the appropriate status option. It is important to know that only the Administrative and Member Requested Dis-enrollment options will allow the member to be restored from the archive at a later date.*

The information is entered.

5. Click **Save**.

    A confirmation message appears.

6. Click **OK**.

    The Member Selection screen appears, and then the member status is changed.

7.3 Restore a Member from Archive

To restore a member from the archive, perform the following steps:

1. From the **Unit** tab, select the `{unit}` or `{subordinate unit}` desired.
2. Click the **Member** tab.

   *The **Member** tab appears, displaying the members at the selected unit.*
3. Click the **Restore from Archive** button.

   A list of members who can be restored appear.
4. Select the `{member}` being restored, and then click the **Restore** button.

   The Member is restored from the archive.

7.4 Update Member

To update a member's information, perform the following steps:

1. From the **Unit** tab, select the `{unit}` or `{subordinate unit}` unit desired.
2. Click the **Member** tab.

   *The **Member** tab appears.*
3. Select the `{member}` to be updated, and then click the **Update** button.

   *The **Member General Information** tab appears, similar to the following:*

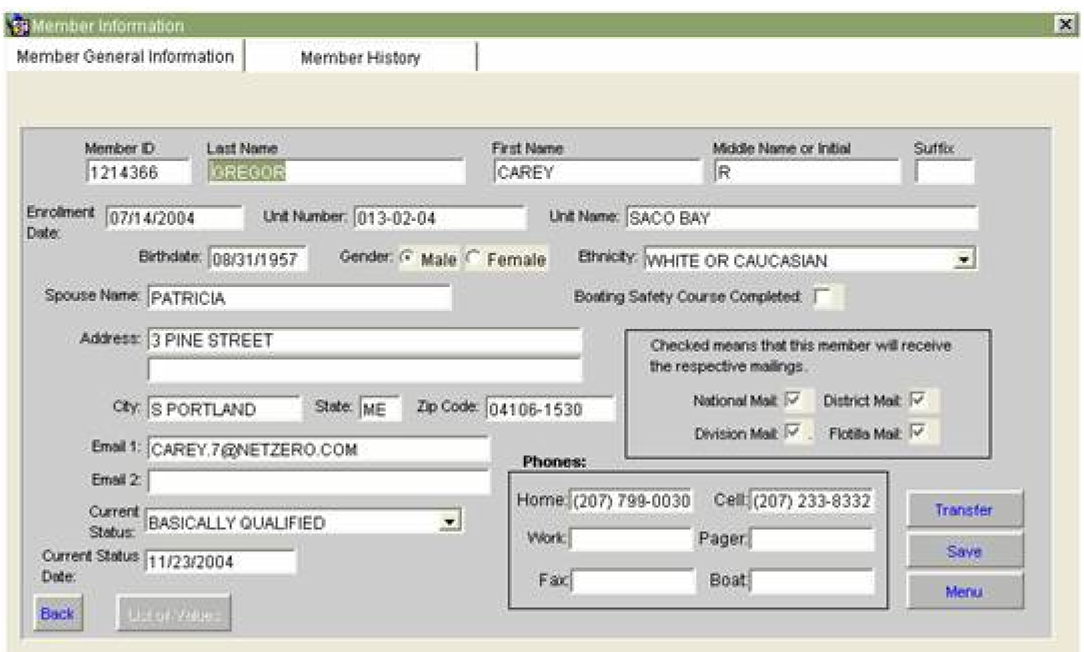


Figure 7-5 Member General Information Tab

4. Make the changes to the member's information.

5. Click **Save**.

   The information is saved.

7.5 View Member History

AUXDATA provides historical information on members, such as the total active time in the Auxiliary since enrollment; if a member dis-enrolls for a period of time, it tracks the duration, and provides a history of status changes for the selected member. A member's base enrollment date is also available on the Member Roster report. To view a member's historical data, perform the following steps:

1. On the **Unit** tab, select the `{unit}` where the member is located.

   *The **Member** tab appears, displaying all active members at the selected unit.*

2. On the **Member** tab, select the `{member}` whose history is being viewed.
3. Click the **Update** button.

   *The **Member General Information** tab appears, similar to the following:*

4. Click the **Member History** tab.

   *The **Member History** tab appears, similar to the following:*

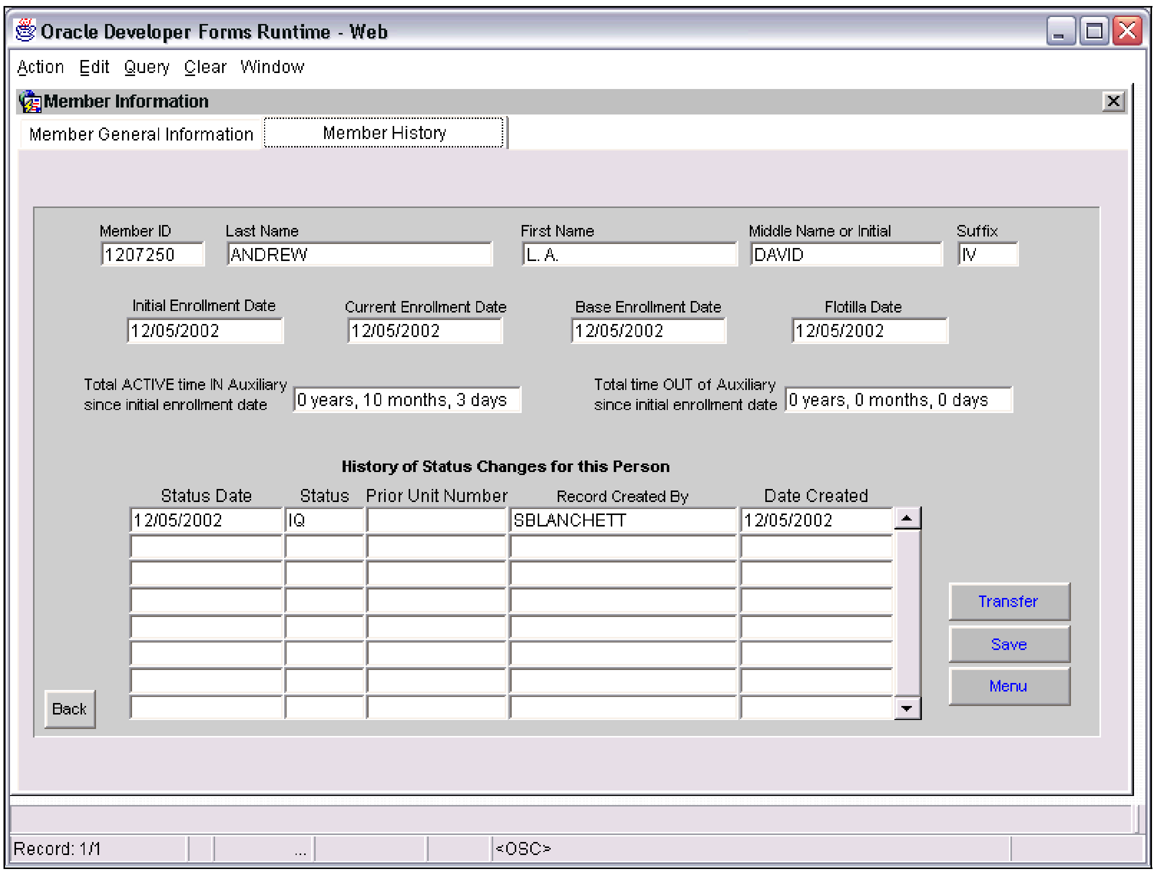


Figure 7-6 Member History Tab

NOTE: This tab is read-only. Users cannot update the information that appears from this tab.

7.6 Transfer a Member

To transfer a member to another unit, perform the following steps:

1. On the **Unit** tab, select the *`{unit}`* or *`{subordinate}`* unit desired.
2. Click the **Member** tab.

   The Member screen appears, displaying the members at the selected unit.

3. Select the *`{member}`* being transferred, and then click the **Update** button.

   *The **Member General Information** tab appears, similar to the following*

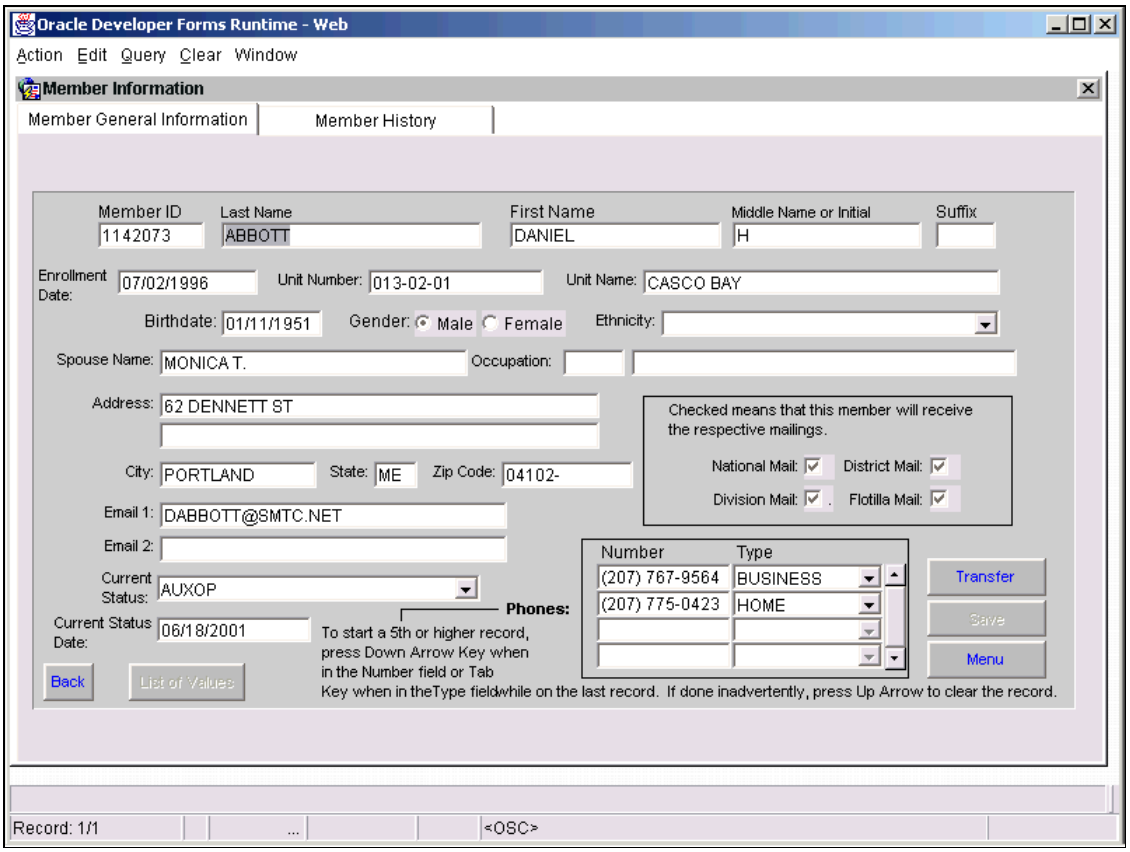


Figure 7-7 Member General Information Tab

4. Click the **Transfer** button.

   The Member Transfer screen appears similar to the following, displaying the member to be transferred:

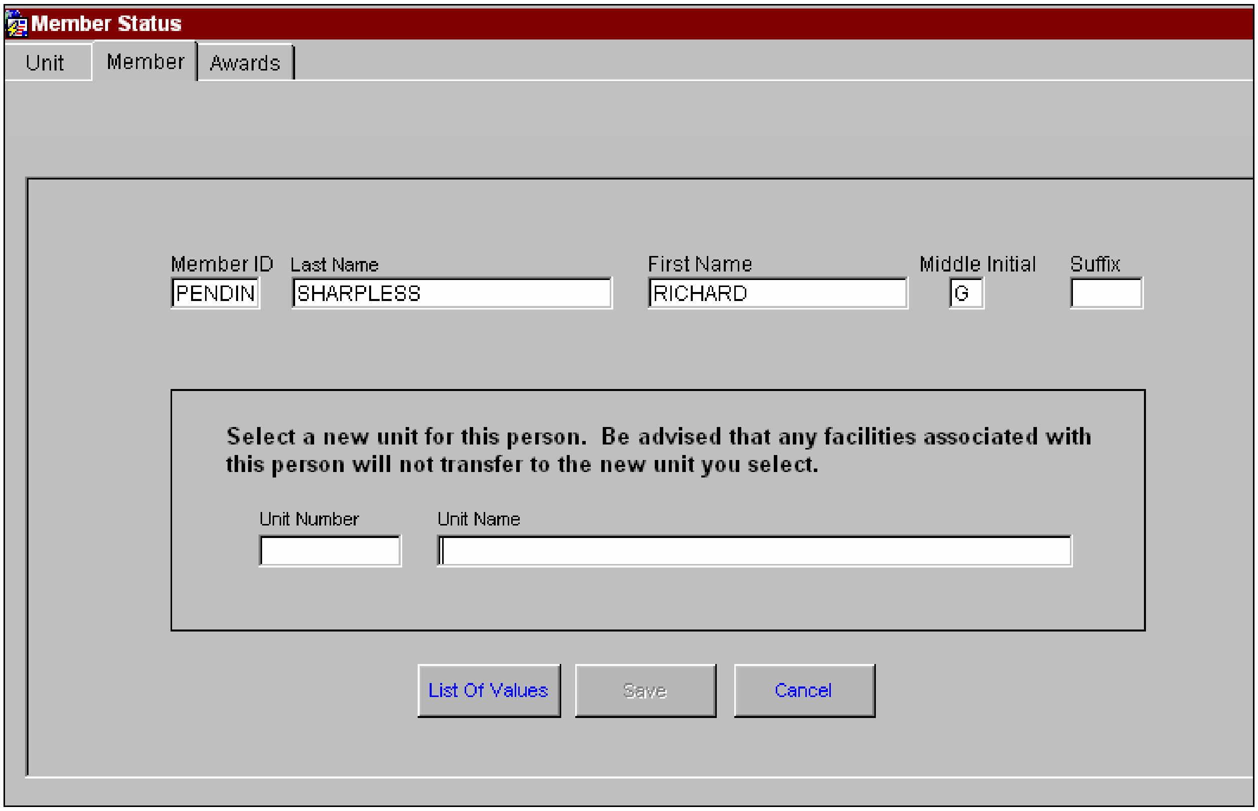


Figure 7-8 Member Transfer Screen

5. Click the **List of Values** button for the Unit Name. Scroll down, select the desired `{unit}`, click **OK**, and then press the **TAB** key.

   The information is entered.

6. Click **Save**.

   A confirmation message appears.

7. Click **OK**.

   The Member Information screen appears with the new unit listed for the member.

NOTE: *When a member is transferred out of the flotilla, division, or district, AUXDATA will automatically set the office status to **Vacant Office** for all offices held by that member. However, if a member transfers <u>within</u> a division or district, AUXDATA will <u>not</u> automatically change the status of the member's offices.*

7.7 Awards

AUXDATA allows users to grant awards to members of a unit and the subordinate units by performing the following steps:

1. On the **Unit** tab, select the unit or subordinate desired `{unit}`, and then click the **Member** tab.

   The Member screen appears.

2. Select the desired `{unit}`, and then click the **Awards** tab.

   The Awards Information screen appears, similar to the following:

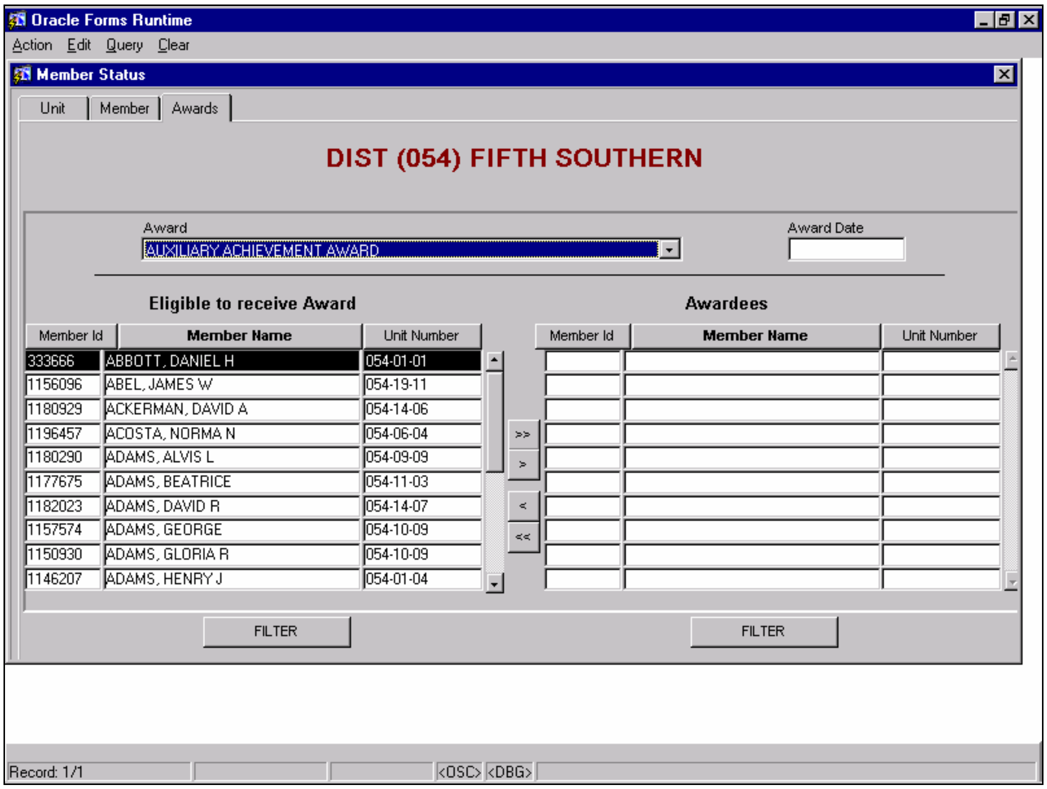
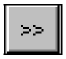
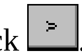


Figure 7-9 Awards Information Screen

NOTE: *An Alert message will appear if the Recreational Boating Safety (RBS) Device Award is given twice to one person.*

Figure 7-10 RBS Device Award Alert Message

3. From the **Award** list box, select the `{award}` being granted, press the **TAB** key, and then enter `{date}` of the award in the **Award Date** field.

4. Click  to move all of the crewmembers to receive the award, select the eligible crewmember to receive the award, and then click .

   *The crewmembers or crewmember is moved from **Eligible to Receive Award** to **Awardees**.*

7.8 Patriot Readiness

Use the **Patriot Readiness** tab in Member Status to record the availability of Auxiliary members to participate in Patriot Readiness. To record a member's availability, perform the following steps:

1 From the AUXDATA main menu, click **Member Status**.

2. On the **Unit** tab, select the `{unit}` where the member is located, and then click the **Member** tab.

3. On the **Member** tab, select the `{member}` for whom Patriot Readiness availability is being recorded.

4. Click the **Patriot Readiness** tab.

   *The **Patriot Readiness** tab appears, similar to the following:*

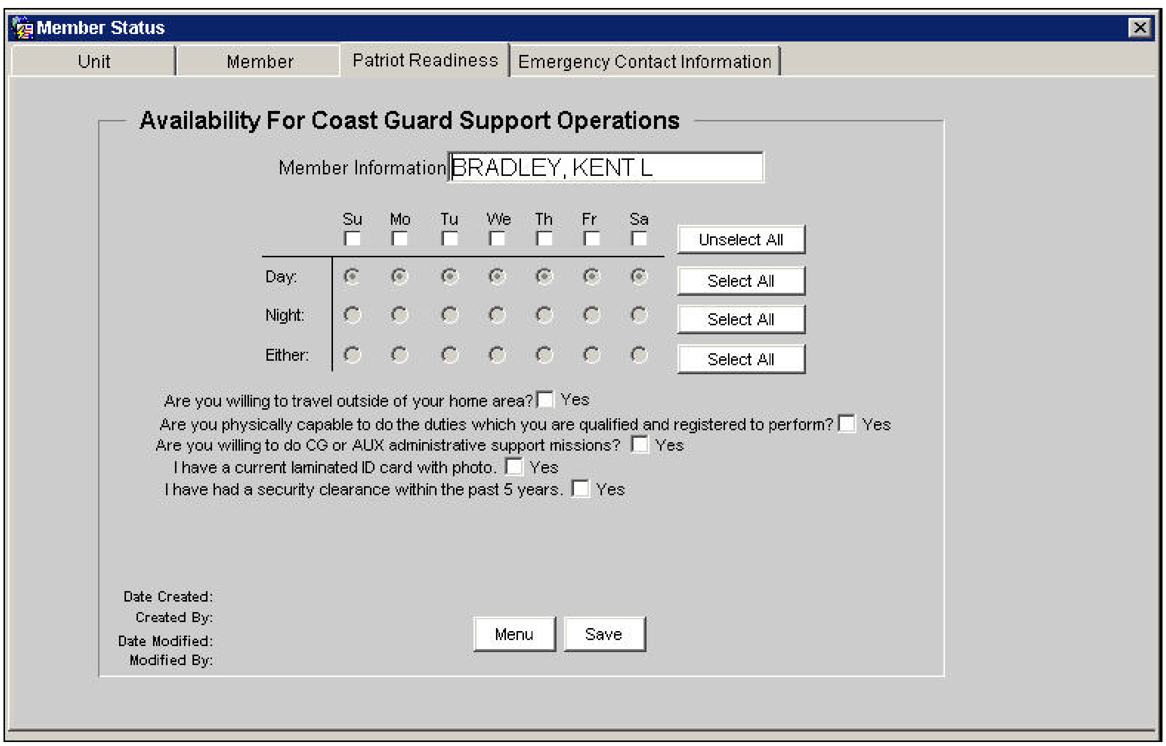


Figure 7-11 Patriot Readiness Tab

5. Use the check boxes to record which `{days}` of the week the member is available. For each `{day}` selected, use the option buttons to indicate the `{time of day}`.
6. Answer the questions. If the answer to any of the questions is No, then leave the question blank.
7. Click **Save**.

   The Patriot Readiness information for the selected member is saved. District and National account users can then report on this information.

7.9 Emergency Contact Information

Use the **Emergency Contact** tab in Member Status to enter a member's emergency contact information.

1. Click the **Member Status** button from the AUXDATA main menu.
2. On the **Unit** tab, select the unit where the member is located, and then click the **Member** tab.
3. On the **Member** tab, select the member for whom emergency contact information is being entered.
4. Click the **Emergency Contact Information** tab.

   *The **Emergency Contact** tab appears, similar to the following:*

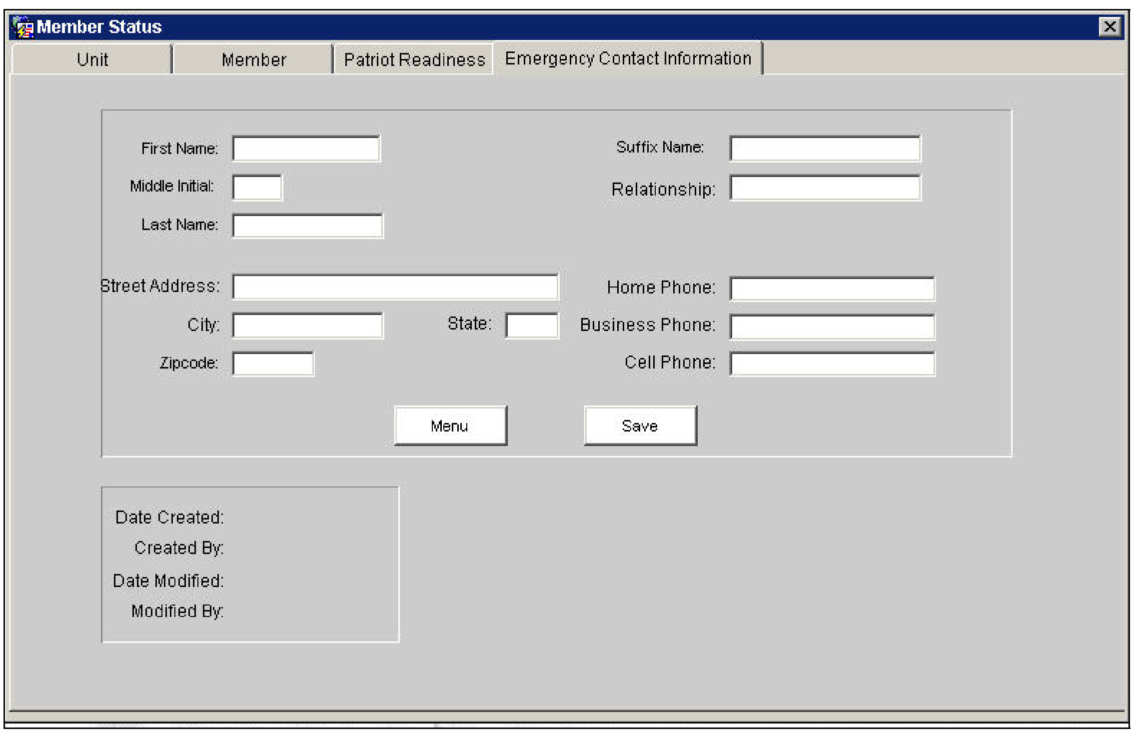


Figure 7-12 Emergency Contact Information Tab

5. Enter the emergency contact information for the member, and then click **Save**.

7.10 Update Member History

When a member's status changes, the new status should be updated using procedures in ***Section 7.2, Change Member Status***. However, a DIRAUX user may need to correct or complete a member's status history, rather than update that member's current status. A convenient method of updating member history is to use a feature of the **Member History** tab available only to DIRAUX users granted MBR_HIST_UPD role privileges.

If the user has been granted the MBR_HIST_UPD role, perform the following steps to update member status history:

1. Click **Member Status** button from the AUXDATA main menu.

   *The **Unit** tab appears.*

2. Select the unit containing the member to be selected, and click the **Member** tab.

   *The **Member** tab appears.*

3. Select the desired member, and click the **Update** button.

   *The **Member General Information** tab opens.*

4. Click the **Member History** tab.

   *The **Member History** tab appears, similar to the following:*

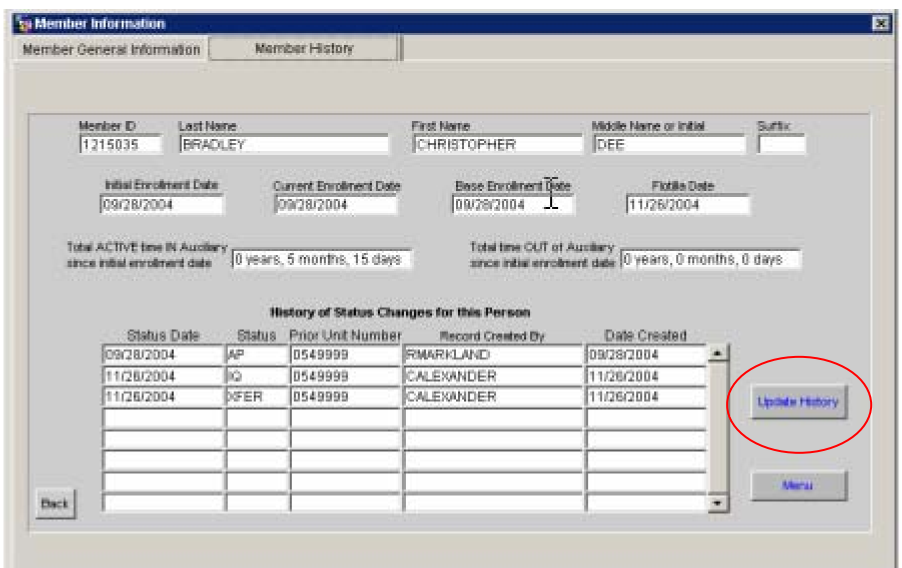


Figure 7-13 Member History Tab, with Update History Button

NOTE: *The **Update History** button will appear only for DIRAUX users granted the MBR-HIST-UPD role. Otherwise, the button will not be visible.*

5. Click the **Update History** button.

   The Member Status update screen appears, similar to the following:

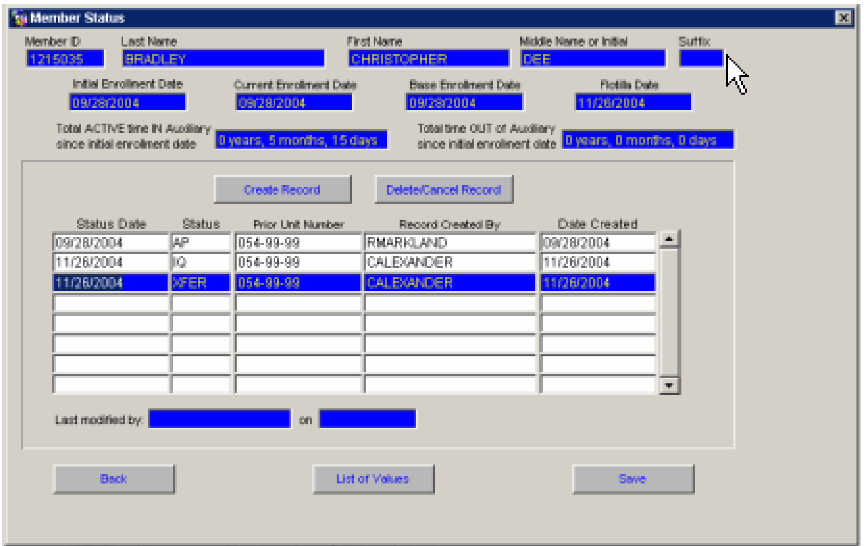


Figure 7-14 Member Status Update Screen

6. To insert a new status record, open a new record in one of the following ways:
   - Mouse-click the next (uppermost) blank or empty line or
   - Click the **Create Record** button.

   The line is highlighted and ready for insertion of a status record.

7. Enter Status Date (the date the status code became effective).
8. Enter the appropriate Status code. (Alternatively, click the **List of Values** button, select the appropriate code from the List of Values screen, and then click **OK**.)
9. Enter the Prior Unit Number (or select it using the List of Values feature), and then click **Save**.
10. To correct an existing status record, change the existing data (Status Date, Status Code, or Prior Unit Number), and click **Save**.

NOTE: *After clicking **Save**, read-only data on the screen (such as total time in Auxiliary) will refresh or recalculate.*

11. To delete an existing status record or to cancel a record insert that has not been saved, select the record, click the **Delete/Cancel Record** button, and click **Save**.

    The deleted or cancelled record disappears, and read-only data refreshes/recalculates.

7.11 Update Past Offices

AUXDATA provides the DIRAUX and Administration users with the ability to insert past offices in a member's record, and to change past office dates. It also shows the current offices held.

1. From the **Unit** tab, select the unit or subordinate unit desired.
2. Click the **Member** tab.

   *The **Member** tab appears.*

3. Select the `{member}` to be updated, then click the **Past Offices** tab.

   *The **Past Offices** tab appears, similar to the following:*

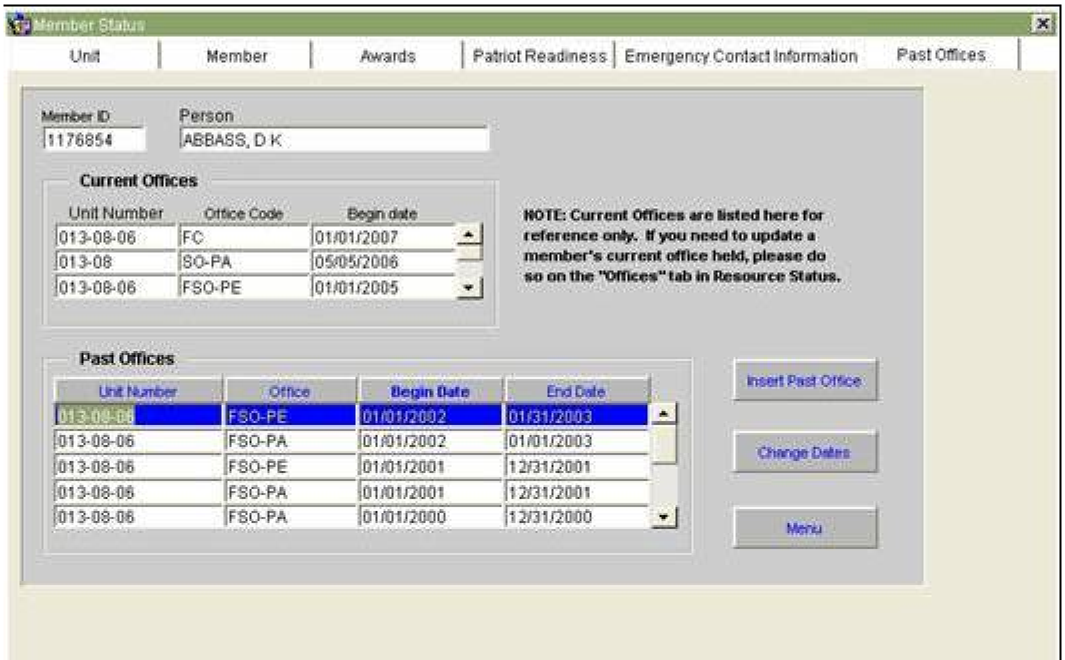


Figure 7-15 Past Offices Tab

4. Click the **Insert Past Offices** button.

   The Insert Past Offices screen appears, similar to the following:

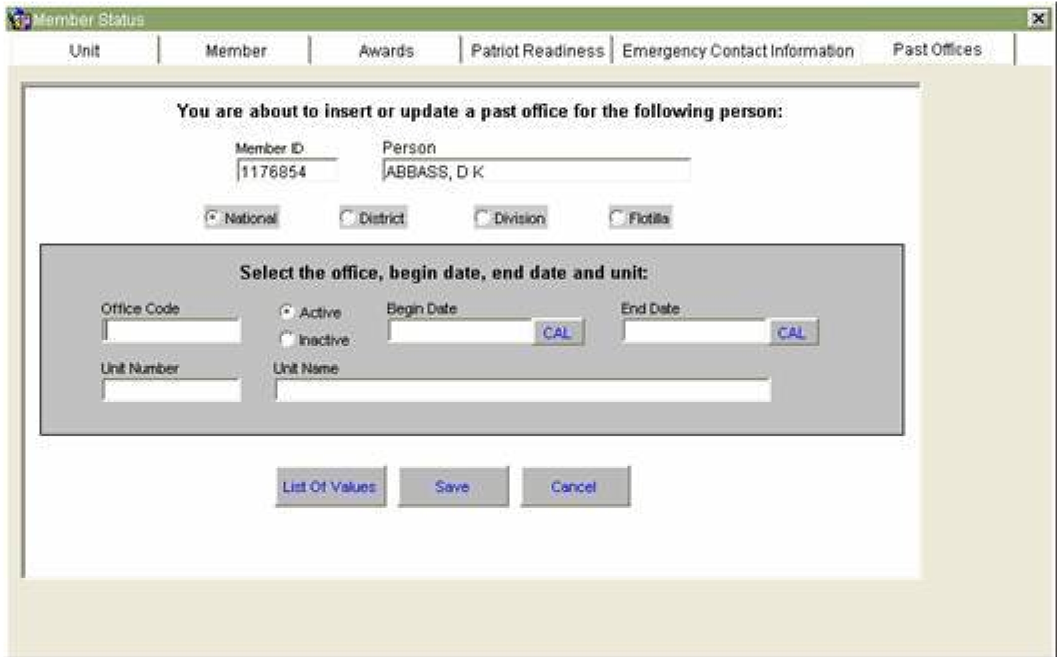


Figure 7-16 Insert Past Offices Screen

5. Select **National**, **District**, **Division**, or **Flotilla** as the level of the member by clicking the appropriate option button.
6. Click the **List of Values** button for the Office Code and also for the Unit Number.
7. Enter the Begin Date and End Date.

NOTE: *By selecting the **CAL** button, a pop-up calendar will appear from which to select dates.*

8. Click **Save**.

   A conformation box appears.

9. Click **OK**.

NOTE: *If a Warning Box appears after clicking **Save**, the past office was not saved.*

7.12 Change Past Office Dates

To change the dates of past offices, perform the following steps:

1. From the **Unit** tab, select the unit or subordinate unit desired.
2. Click the **Member** tab.

   *The **Member** tab appears.*

3. Select the *{member}* to be updated, and then click the **Past Offices** tab.

4. Click the **Change Dates** button.

The Change Past Office Dates screen appears, similar to the following:

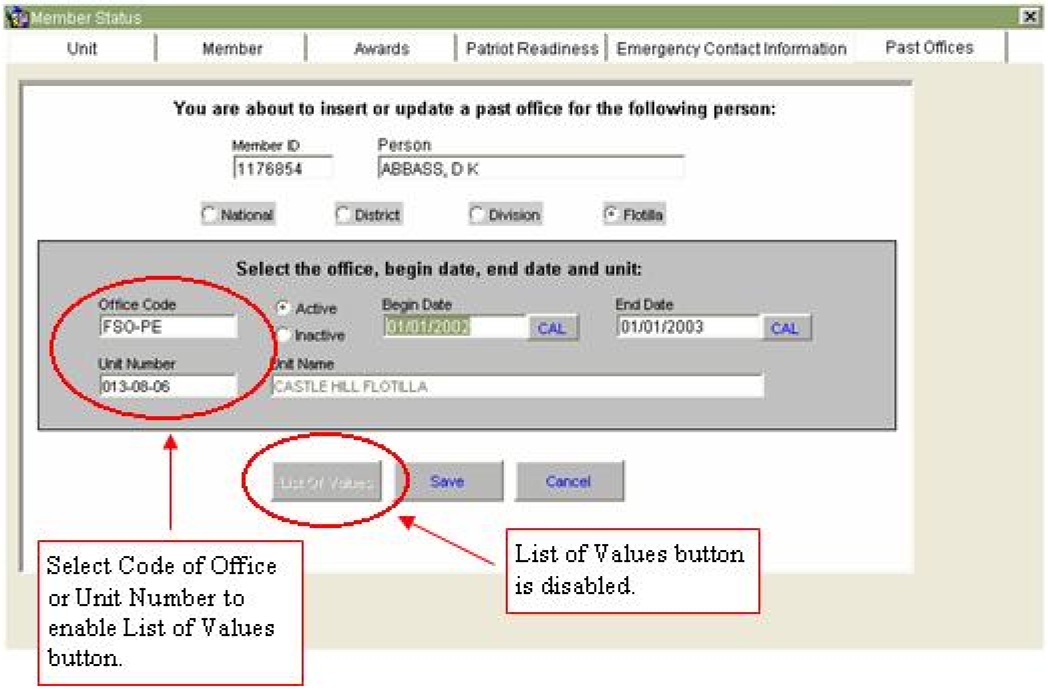


Figure 7-17 Change Past Office Dates Screen

NOTE: *The **List of Values** button is disabled, but can be enabled by selecting the **Office Code** or **Unit Number**.*

5. Change the `{dates}` where needed.
6. Click **Save**.

A conformation box appears.

7. Click **OK**.

8. RESOURCE STATUS

AUXDATA allows users to update, insert, save units, facilities, and officers of units and subordinate units. This section provides instructions for using the Resource Status. To access the Resource Status feature, perform the following step:

1. Click the 

button from the AUXDATA main menu.

   The Unit Selection screen appears, similar to the following:

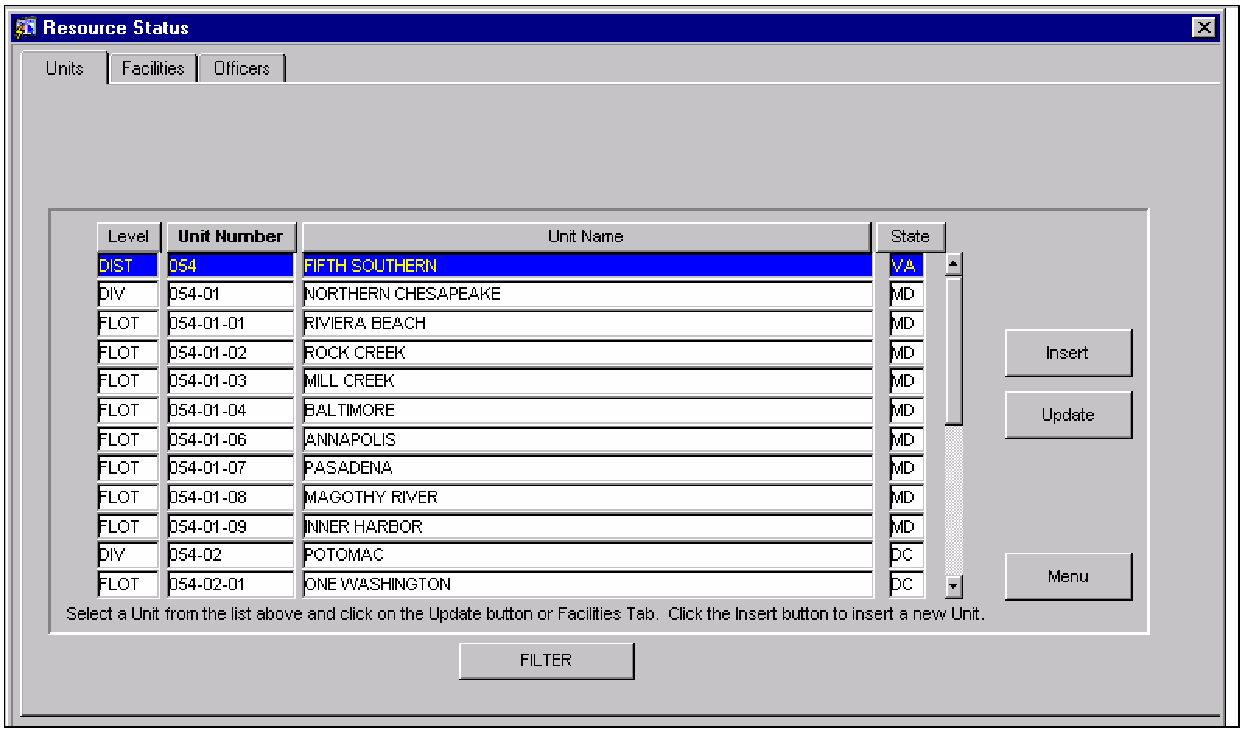


Figure 8-1 Unit Selection Screen

8.1 Insert Unit

To insert a unit, perform the following steps

1. Click the 

button from the AUXDATA main menu.

   The Unit Selection screen appears.

2. Click the 

button.

   The Unit Insert screen appears, similar to the following:

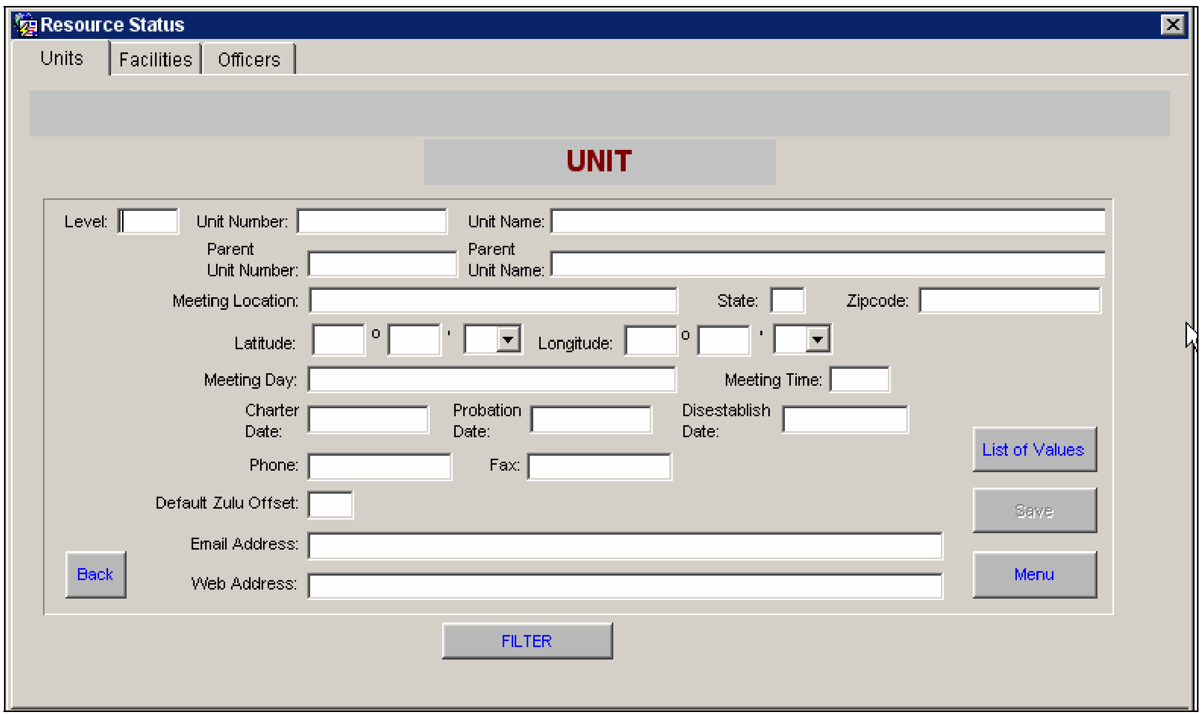


Figure 8-2 Unit Insert Screen

3. Enter the necessary information for the unit. Pressing the **TAB** key advances the cursor to the next field. (Use the **List of Values** button and list boxes when necessary.) Click **Save**.

   The information is entered and saved.

8.2 Update a Unit

To update a unit, perform the following steps

1. Click the 

button from the AUXDATA main menu.

   The Unit Selection screen appears.

2. Select the *{unit}* to be updated, and then click the 

button.

   The Unit Update screen displaying information for the selected unit appears, similar to the following:

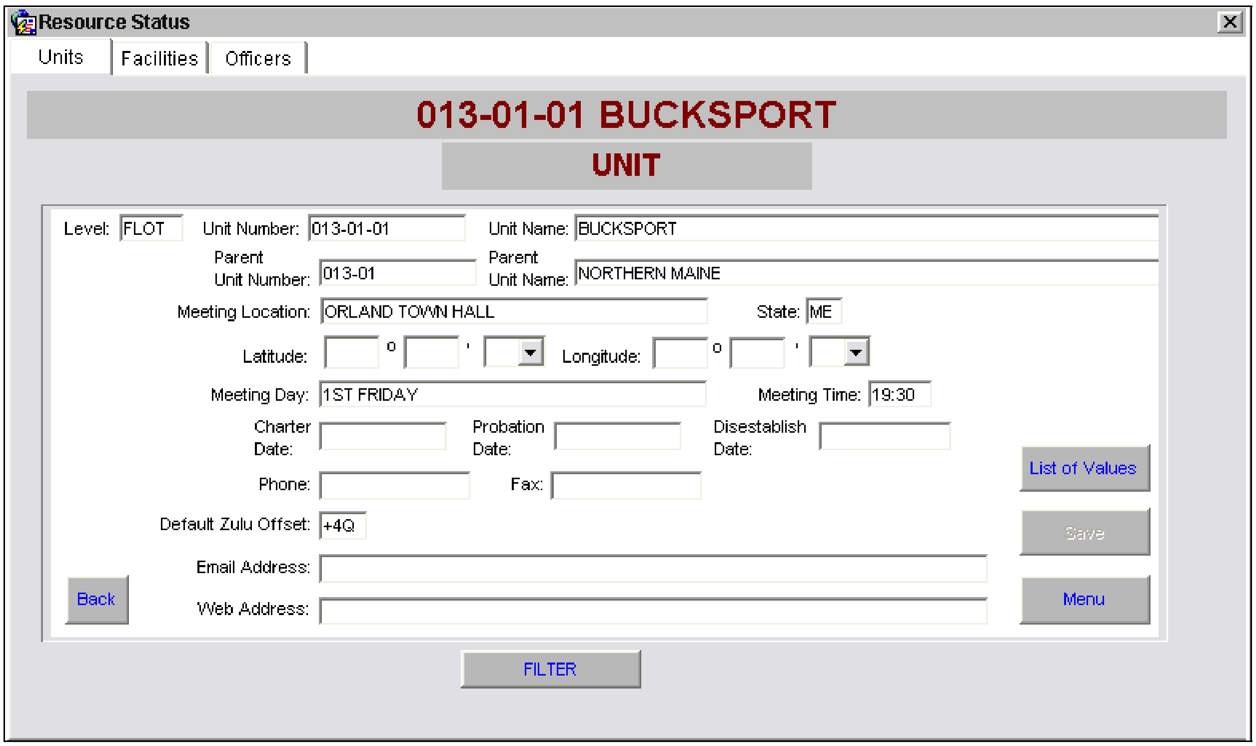


Figure 8-3 Unit Update Screen

3. Enter and/or modify the information appropriately, and then click **Save**.

   The information is entered and saved.

8.3 Insert a Facility

The **Facilities** tab allows users to insert and update operational facilities for units and subordinate units. Perform the following steps to insert a facility:

1. Click the 

button from the AUXDATA main menu.

    The Unit Selection screen appears.

2. Select the desire *{unit}*, and then click the **Facilities** tab.

    *The **Facilities** tab opens, similar to the following:*

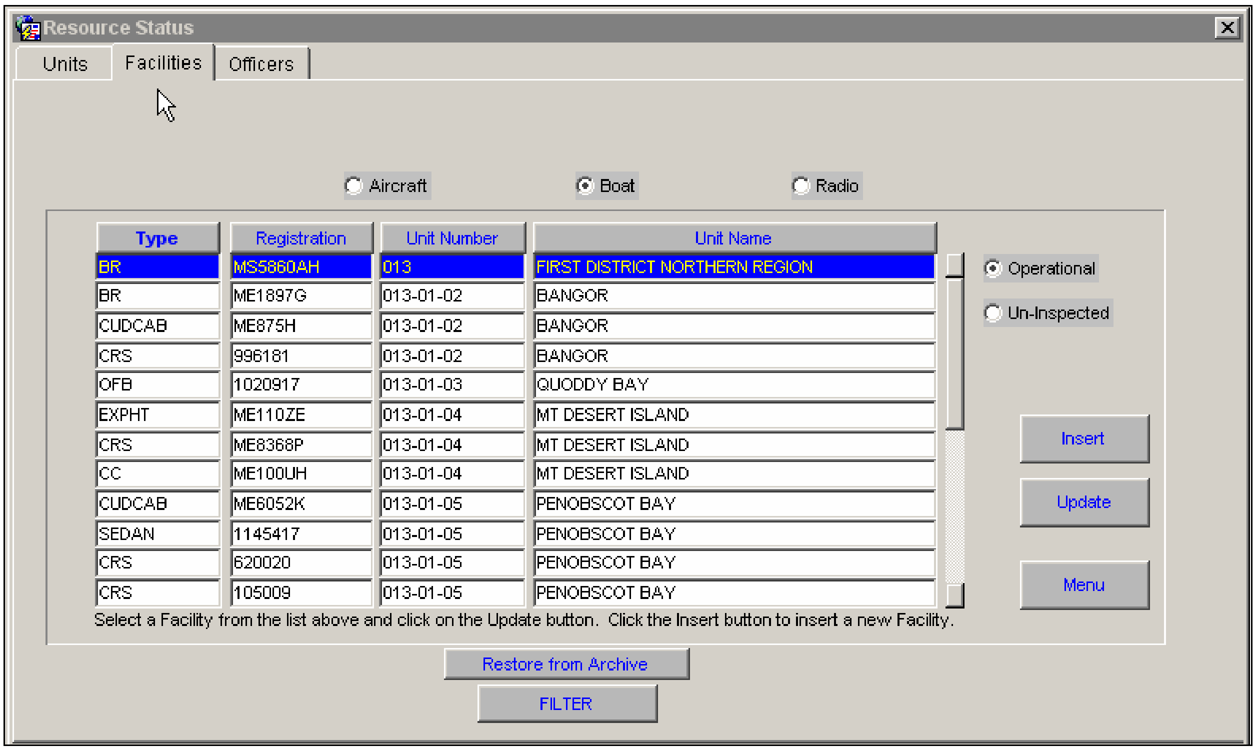
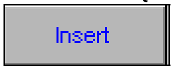


Figure 8-4 Facilities Screen

3. Select the *{facility}* being inserted, for example, a boat, aircraft, or radio, and then click the 

button.

   The Facility Insert screen appears, similar to the following:

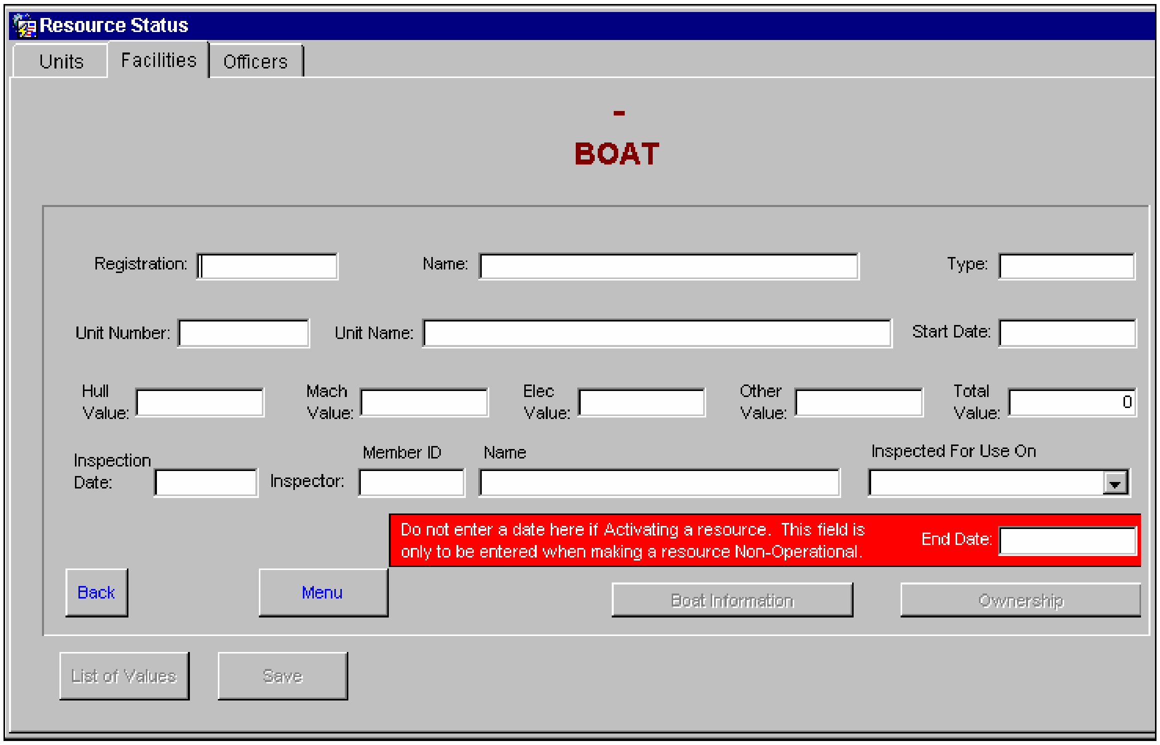


Figure 8-5 Facility Insert Screen

4. Enter the required information, and then click **Save**.

   The information is entered and saved.

5. Click the **Boat Information** button.

The Boat Information screen appears, similar to the following:

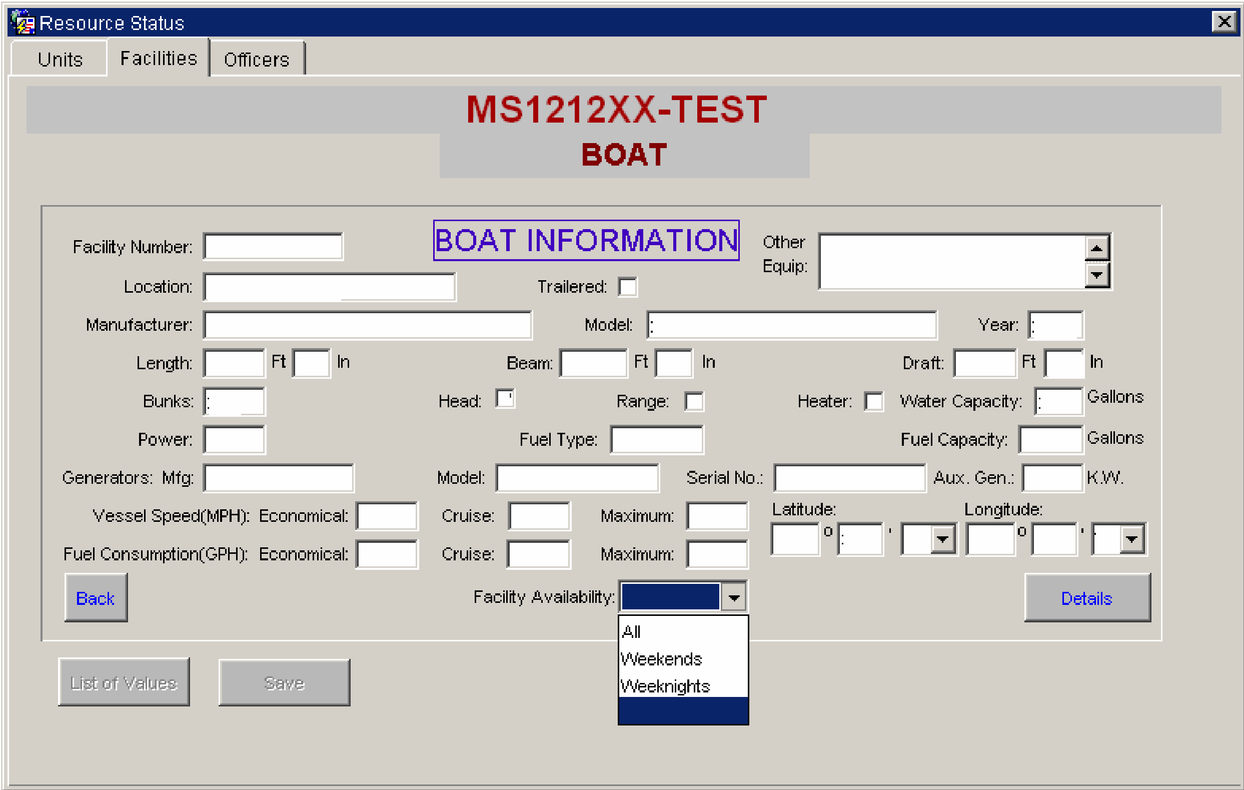


Figure 8-6 Boat Information Screen

NOTE: *The information screens for the various facility types (for example, aircraft and radios) may differ somewhat from the Boat Information screen shown in the figure above.*

6. Enter the necessary information for the boat. Pressing the **TAB** key advances the cursor to the next field. Use the **List of Values** button and list boxes when necessary. Click **Save**.

The information is entered and saved.

7. Click the **Details** button.

   The Boat Details screen appears, similar to the following:

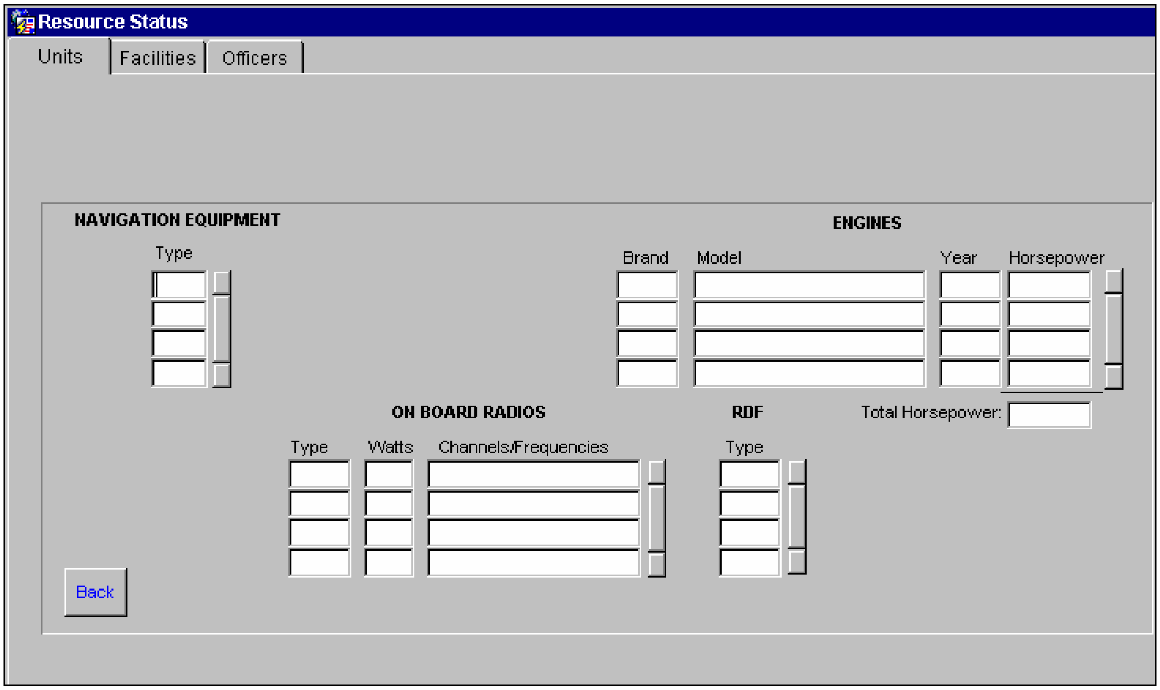


Figure 8-7 Boat Details Screen

8. Enter the necessary information for the facility. Pressing the **TAB** key advances the cursor to the next field. Use the **List of Values** button and list boxes when necessary. Click **Save**.

   The information is entered and saved.

8.4 Update a Facility

To update a facility, perform the following steps

1. Click the 

button from the AUXDATA main menu.

   *The Resource Status screen appears opened to the **Units** tab.*

2. Select the desired *{unit}*, and then click the **Facilities** tab.

   *The **Facilities** tab opens.*

3. Select the desired *{facility}* to be updated, for example, a boat, aircraft, or radio, and then click the 

button.

   The Update screen appears.

4. Modify appropriate fields. Pressing the **TAB** key advances the cursor to the next field. (Use the **List of Values** button and list boxes when necessary.) Click **Save**.

   The information is entered and saved.

5. Click the **Ownership** button.

The Owners screen appears, similar to the following:

Figure 8-8 Owners Screen

NOTE: *On the Owners screen, inactive owners appear in red text and should be deleted or updated to keep ownership records current.*

6. Modify appropriate fields. Pressing the **TAB** key advances the cursor to the next field. Use the **List of Values** button and list boxes when necessary. Click **Save**.

The information is entered and saved.

8.5 Archiving a Resource

The **Archive** button can be used on both operational and un-inspected resources.

1. From the **Facilities** tab, select `{a resource to be archived}`, and then select the **Archive** button.

NOTE: *The user is unable to navigate to the **Units** or **Officers** tab while archiving a resource. The **Back** and **Menu** buttons will also remain disabled until after the user enters a date and selects **Save**.*

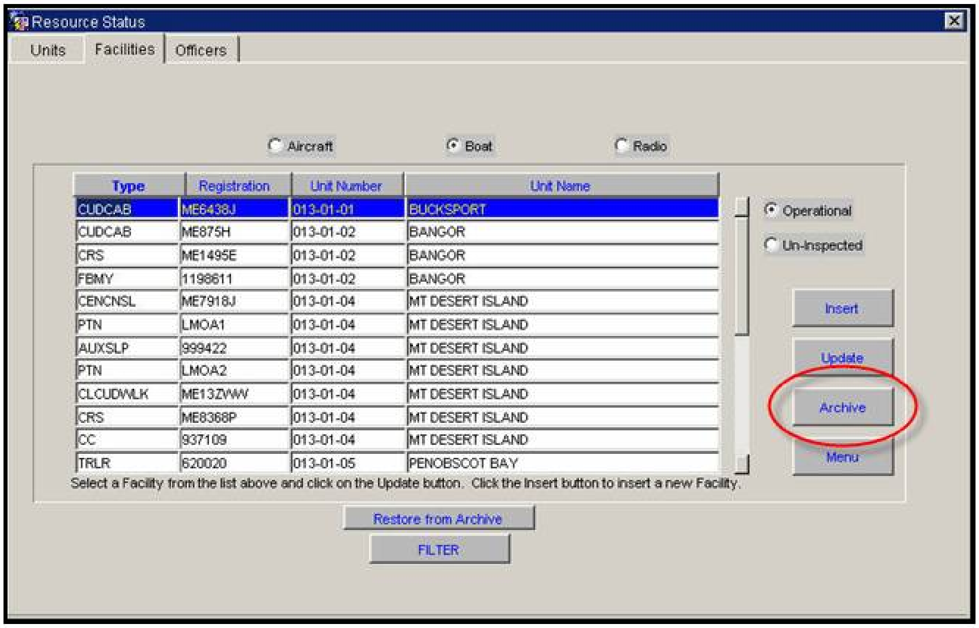


Figure 8-9 Archive Button

A message appears instructing users to enter a new end date (MM/DD/YYYY).

2. Click **OK**, enter the `{new end date}`, press the **TAB** key, and click **Save**.

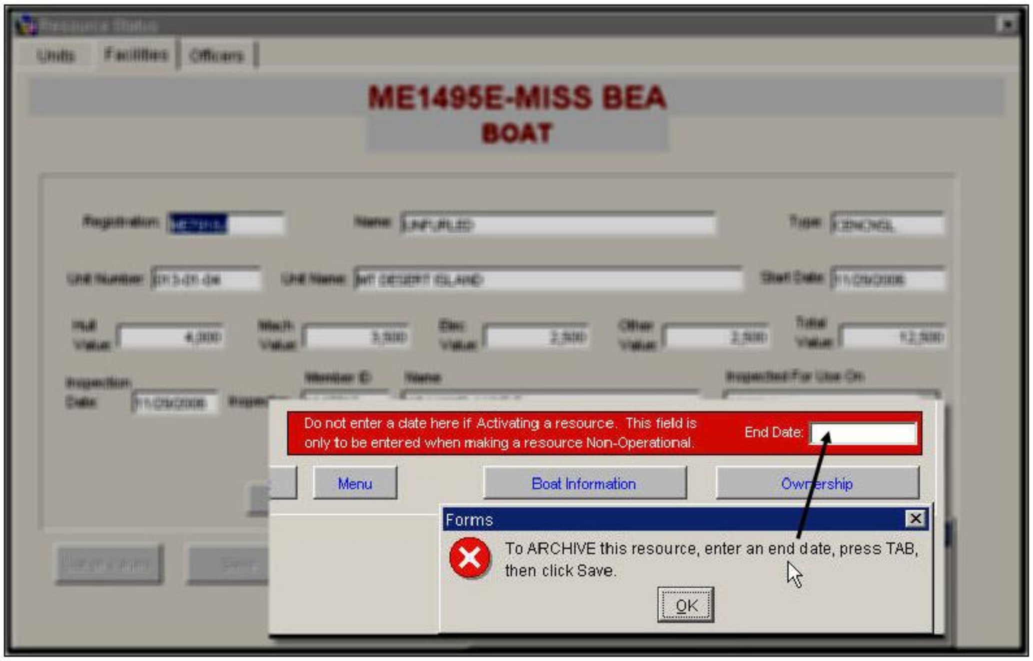


Figure 8-10 Archiving Instruction Message

A warning message appears before the user commits the archive operation.

Figure 8-11 Archiving Warning Message

3. Click **Archive**.

8.6 Restoring an Archived Resource

To restore an archived resource, perform the following steps:

1. From the **Facilities** tab, click the **Restore from Archive** button.

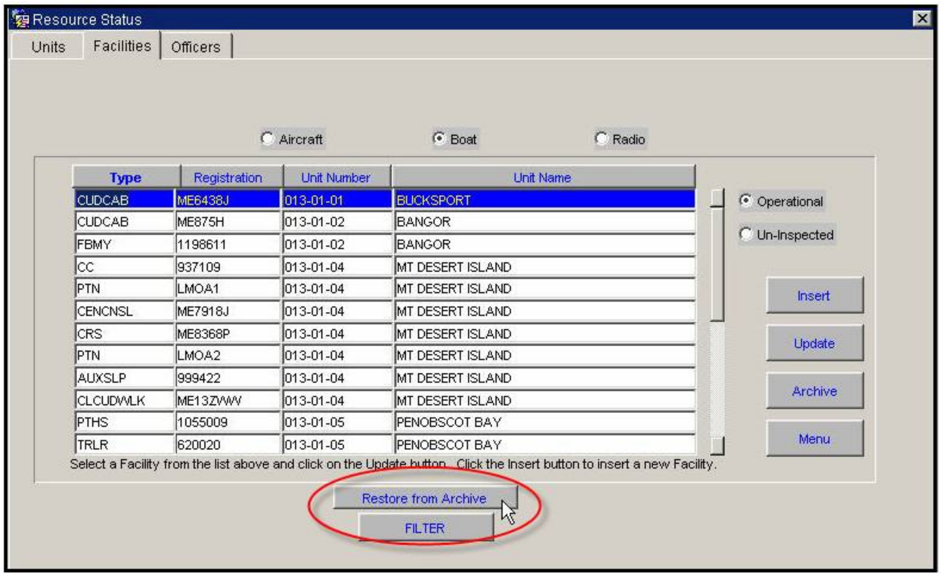


Figure 8-12 Restore from Archive Button

A list of archived resources appears.

2. Filter for the *`{resource}`* to be restored.

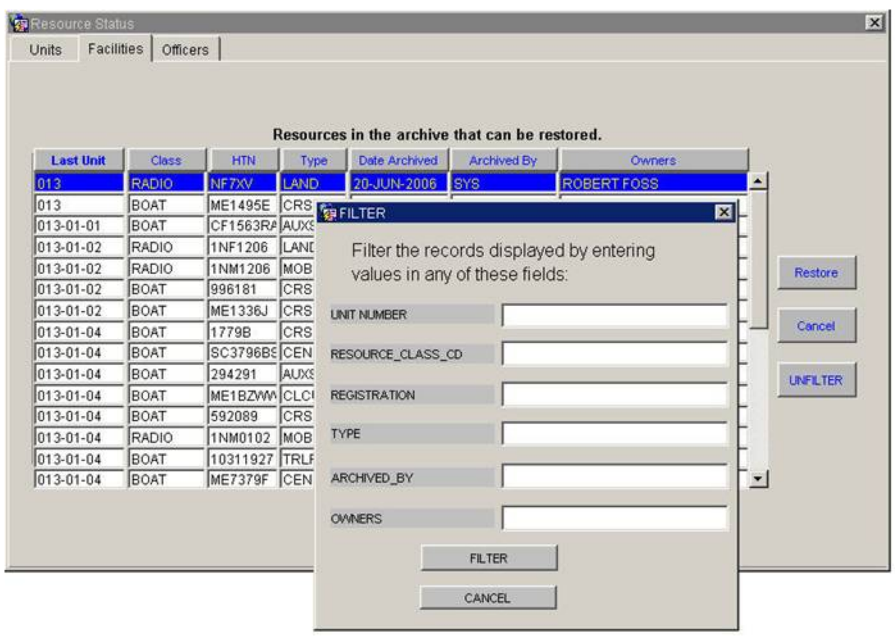


Figure 8-13 Filtering Archived Resources

The archived resource appears.

3. Highlight the archived *`{resource}`*, and then click **Restore**.

The Restoration form appears, similar to the following:

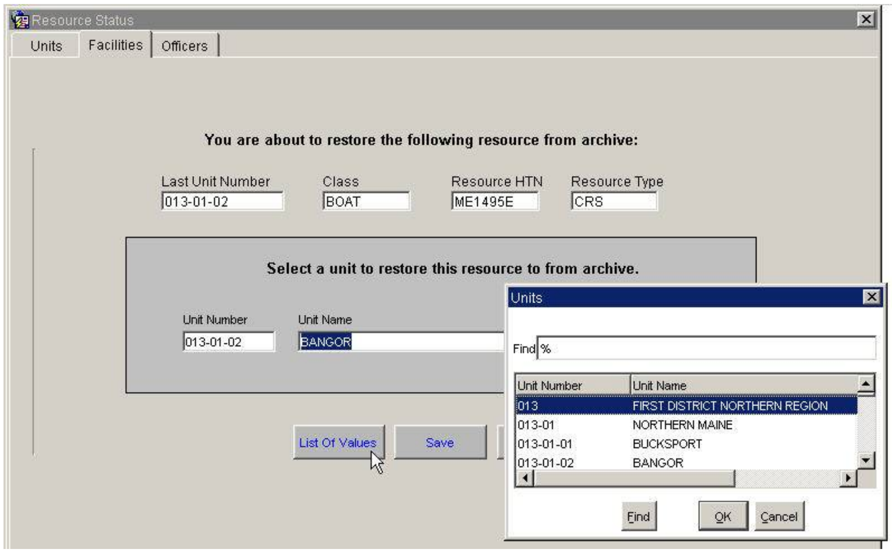


Figure 8-14 Restoration Form

4. Click **List of Values**, select the *{unit}* to which the resource should be restored, and then click **Save**.

   A confirmation message appears, instructing the user to enter an inspection date and inspector in order to activate the resource.

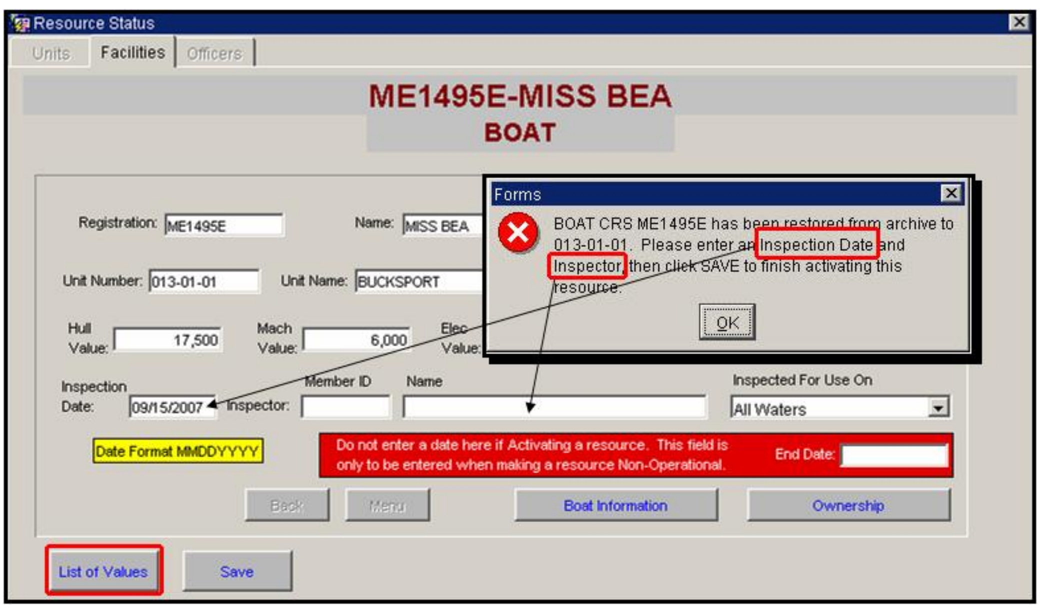


Figure 8-15 Confirmation Message with Instructions

5. Once the inspection date and inspector name has been completed, click **Save**.

8.7 Activating Un-Inspected Facilities

To activate an un-inspected facility, perform the following steps:

1. From the **Units** tab in Resource Status, select the *{unit}* where the facility being activated is located.
2. Click the **Facilities** tab.
3. Choose which *{type of facility}* to activate using the option buttons, that is, aircraft, boat, or radio. Once the appropriate facility type appears, click the **Un-inspected** option button to display all un-inspected facilities of the type selected, and then select the facility to activate, as shown in the following figure:

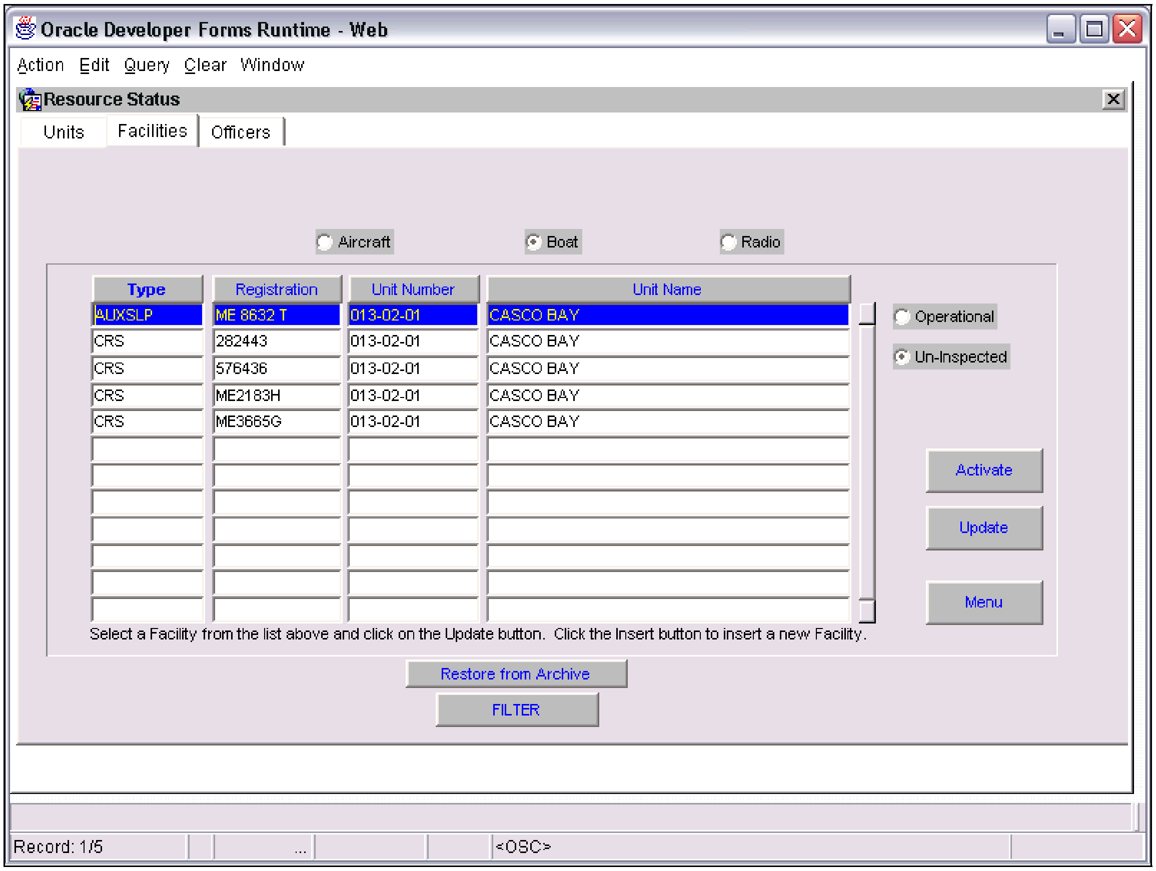


Figure 8-16 Facilities Tab

4. Click the **Activate** button.

The following screen appears, similar to the following, prompting the user to enter a `{New Resource Start Date}`:

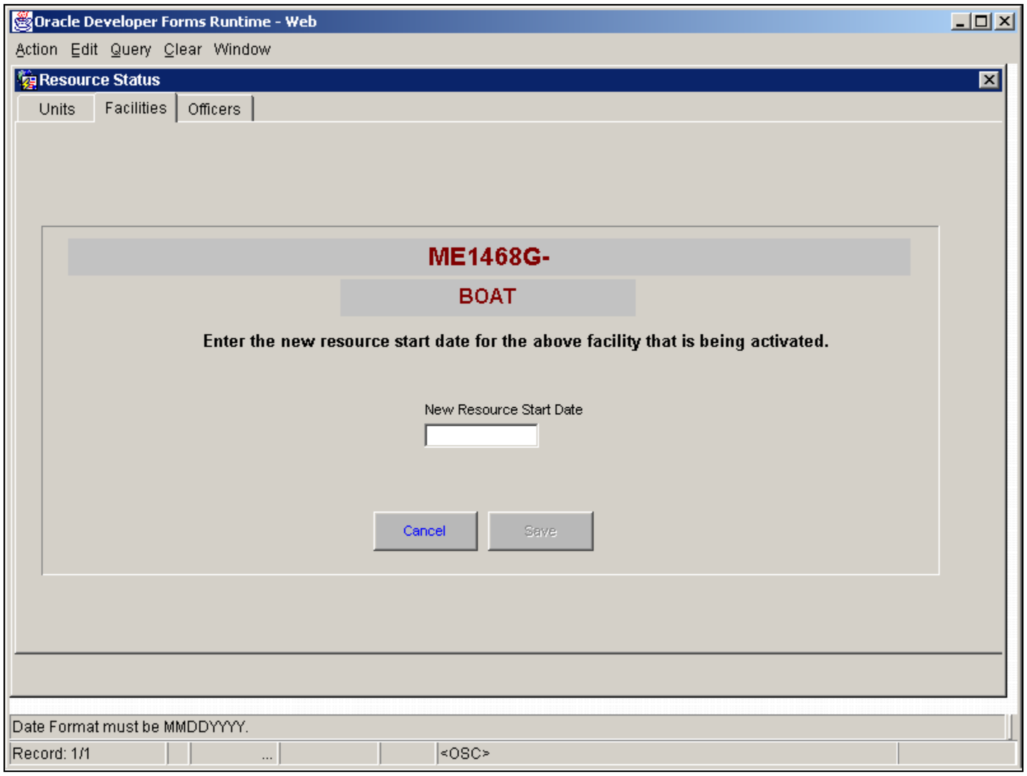


Figure 8-17 Enter New Resource Start Date Screen

5. Enter a `{New Resource Start Date}`, and then click **Save**. After entering the new date, if the **Save** button is not activated, press the **TAB** key.

The facility is activated.

8.8 Officers Tab

The **Officers** tab can be used to update officer and office code information for a unit and subordinate units. For example, use the **Officers** tab to:

- Enter a new officer (officeholder) for an office
- Create a new office
- Change the rank or description of an existing office
- Inactivate an office code.

NOTE 1: *When an officeholder retires, transfers, or is dis-enrolled, the system will automatically set the office status to **Vacant Office**, provide an end date for the officeholder's service, and revoke associated system privileges. However, when the vacancy is filled, the **Officers** tab must be used to update the system.*

NOTE 2: *When a member is transferred out of the flotilla, division, or district, AUXDATA will automatically set the office status to* ***Vacant Office*** *for all offices held by that member. However, if a member transfers within a division or district, that member's office(s) will be retained in AUXDATA.*

8.8.1 Update Officers

To update an officer, perform the following steps:

1. Click the 

button from the AUXDATA main menu.

   The ***Unit*** *tab selection screen appears.*

2. On the **Unit** tab, select the desired *{unit}*, and then click the **Officers** tab.

   The ***Officers*** *tab opens, similar to the following:*

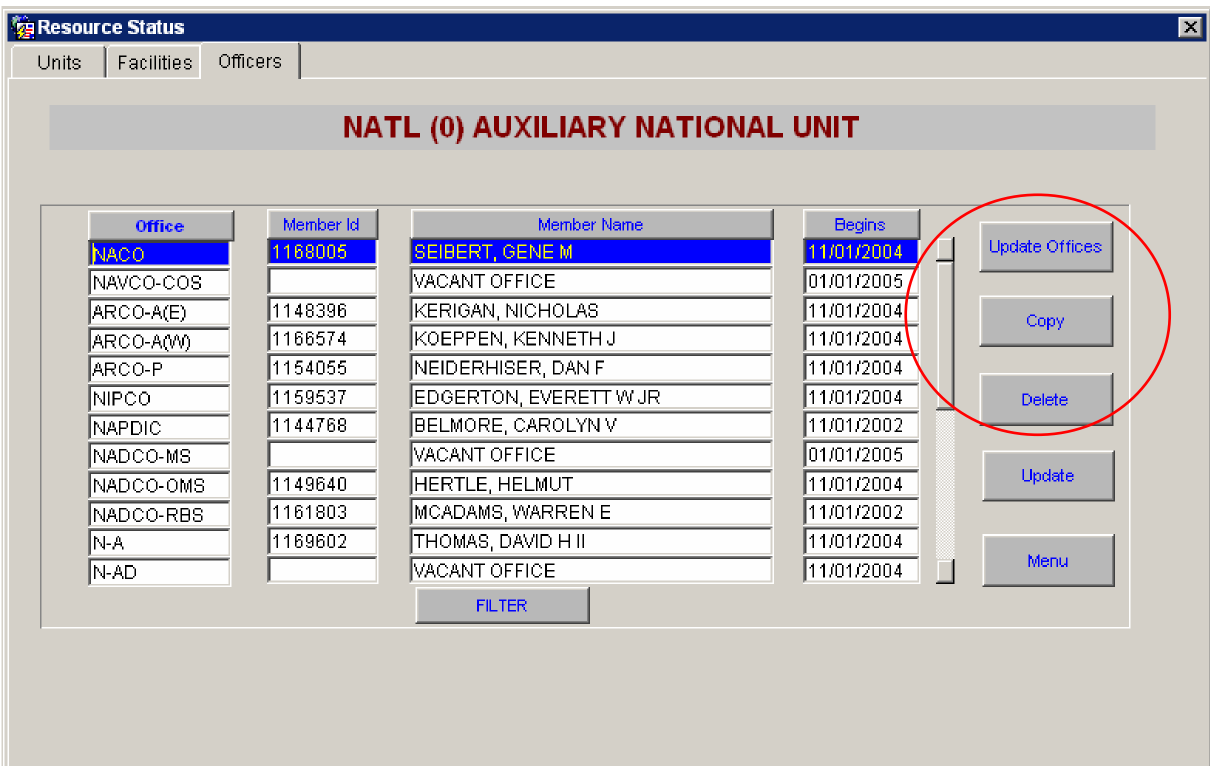


Figure 8-18 Officers Screen

NOTE: *Not all buttons shown above will be visible to all users.*

- *The three buttons circled in red—****Update Offices****,* ***Copy****, and* ***Delete****—will be visible in AUXDATA only to National-Level and District-Level users granted the Office role.*
- *Other users will be able to view and utilize only the* ***Update****,* ***Menu****, and* ***Filter*** *buttons.*

3. Click an `{officer record}` to select it for updating, and then click the 

button.

The Officer Update screen appears, displaying information for the selected officer similar to the following:

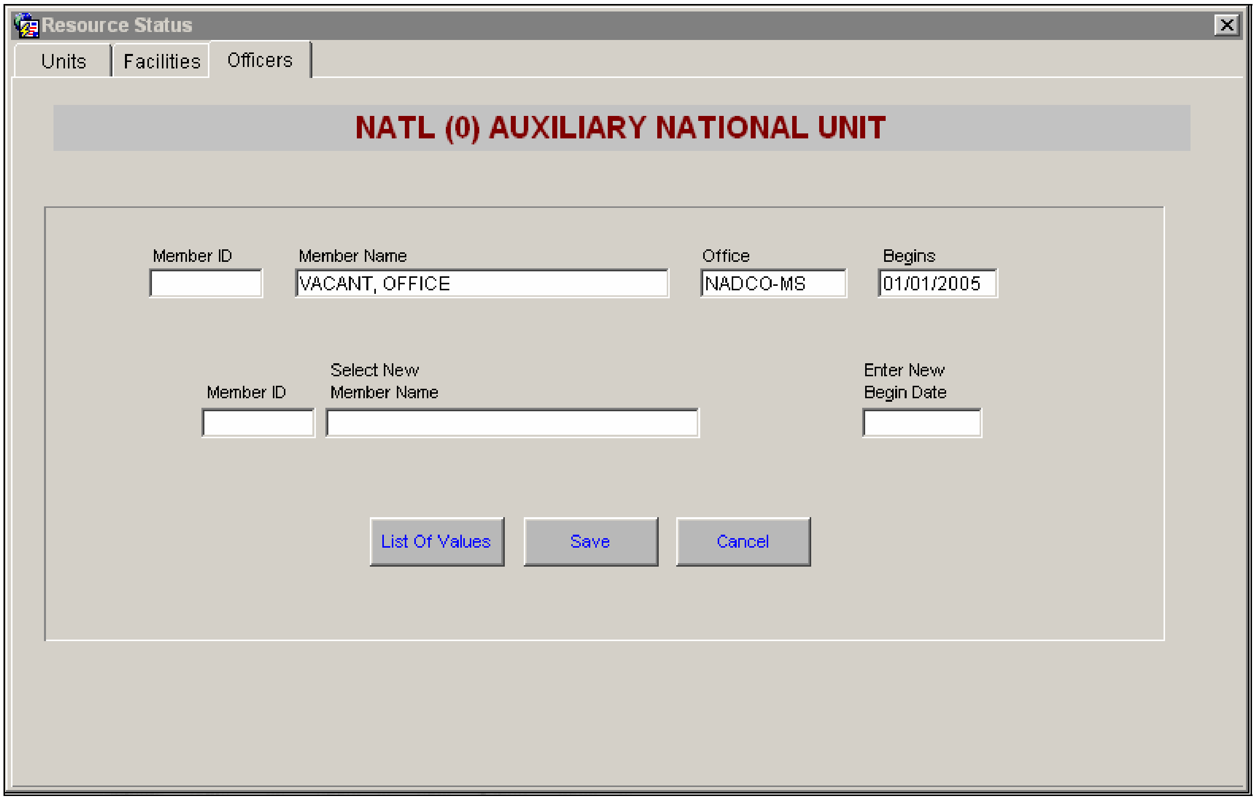


Figure 8-19 Officers Update Screen

4. Enter data in the appropriate (blank) fields, beginning with **Select New Member Name**. Pressing the **TAB** key advances the cursor to the next field. Use the **List of Values** button and list boxes when necessary.

5. Click **Save** when finished.

The Officer Information screen reappears. The officer has been updated.

8.8.2 Update Offices

Users, if granted the Office role, may update offices as well as officers from the **Officer** tab. To update offices, perform the following steps:

1. On the **Officers** tab, click the 

button.

*The **Office Codes** tab appears, similar to the following:*

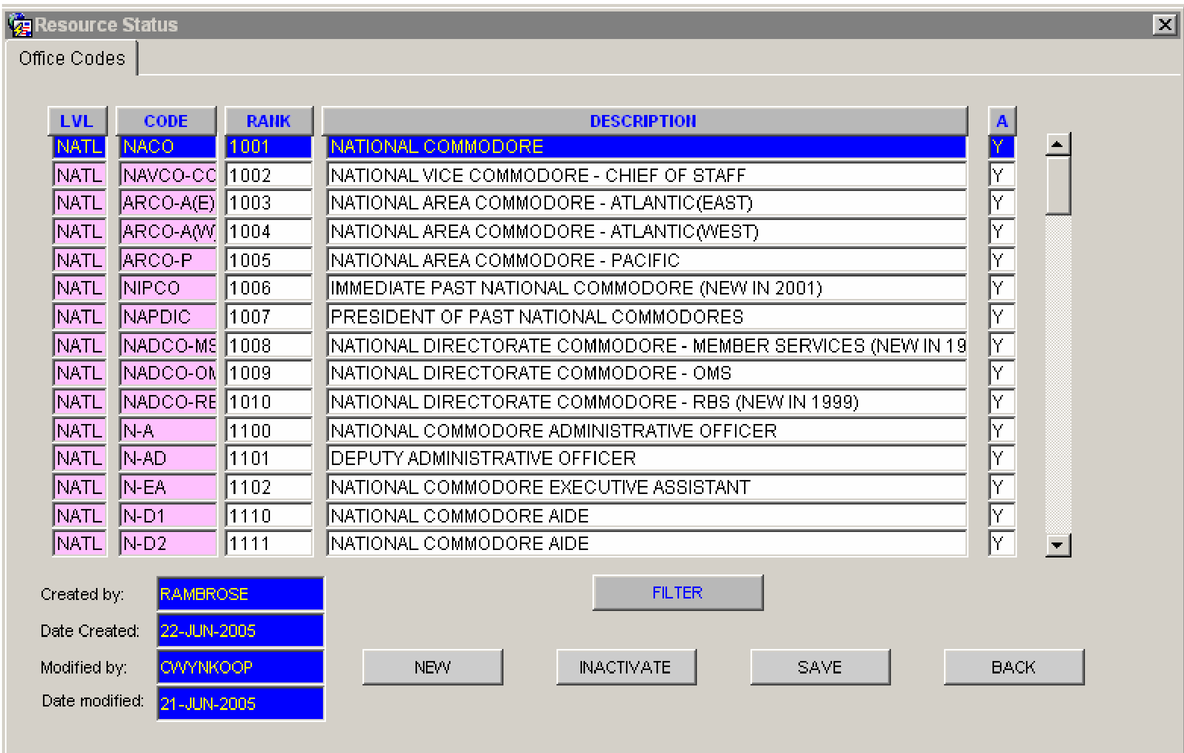


Figure 8-20 Office Codes Tab

2. To update the `{days}` or description of an office code, click an office record to select it, and then enter the revised information in the **Rank** or **Description** fields.

3. To create a new `{office code}`, click the 

button.

*A new line is highlighted on the **Office Codes** tab. The office **Code**, **Rank** and **Description** fields are blank.*

4. Complete the blank fields, and then click **Save**.

Another button--the **Inactivate** button--is visible on the **Office Codes** tab only for National-level users granted the Officer role. (This button will not be visible or accessible to other users, as is the case in Figure 8-13.)

NOTE: *An office code can be inactivated only if an officer record is <u>not</u> associated with that office code.*

To inactivate an office code, the National-level user should select the `{office}`, click the **Inactivate** button, and click the **Save** button.

> *The **A** (Activate) field changes from **Y** (yes) to **N** (no), and the inactivated office record no longer appears on the **Officer** tab.*

8.8.3 Copy Officers

Under certain circumstances, the user can copy an officer record on the **Office** tab. Copying records can reduce data entry in the officer management process. A user can copy an officer record if:

- The user is a National (NATL) or District (DIST) user granted the Office role <u>and</u>
- For DIST users, the officer record involves an ADSO, VPPCA, or RCO office code.

To copy a record, click the `{officer record}` to be copied, and then click the **Copy** button.

> *The record is copied, with the Member Name set to vacant office and the Member ID field blank.*

8.8.4 Delete Officers

A user can delete an officer record under the following circumstances:

- The user is a National (NATL) or District (DIST) user granted the Office role <u>and</u>
- The office is set to VACANT OFFICE.

NOTE: *The user cannot delete an officer when a specific officer record is associated with the office code. In other words, the office must show as vacant office on the **Officer** tab before the record can be deleted.*

To delete an officer record, click the `{officer record}` to be deleted, and click the **Delete** button.

> *The record is deleted and disappears from the **Officers** tab.*

9. REPORTS

AUXDATA allows users to run the following types of reports: Activity Logs, Abstract, Chain of Command, Crew Underway Time, Resources By Flotilla, Operations, E-mail Directory, Member Roster, Member Anniversary Status, Log Activity Summary, Activity By State, Sail List Detail, Daily Sail List, Underway Resource Hours, Days Underway, Underway Activity and Crew, Underway Crew, Address and Flotilla Data, and Unit Summary Data. This section provides instructions for using the Reports button. These reports are generated in the following two formats: **.pdf** and **.csv**.

For instructions on printing reports when connected through the CITRIX server, refer to ***Appendix B, Printing Reports Through the CITRIX Server***.

To access the Reports feature, perform the following step:

1. Click the 

button.

   The Reports menu appears, similar to the following:

Figure 9-1 AUXDATA Reports Menu

9.1 Activity Logs

The **Activity Logs** button allows users to run a report on Activity Logs from the Start Date to the End Date and Return to the main menu. To run an activity log report, perform the following steps:

1. From the AUXDATA main menu, click the 

button.

   The AUXDATA Reports menu appears.

2. Click the 

button.

   The Activity Logs Report Parameters screen appears, similar to the following:

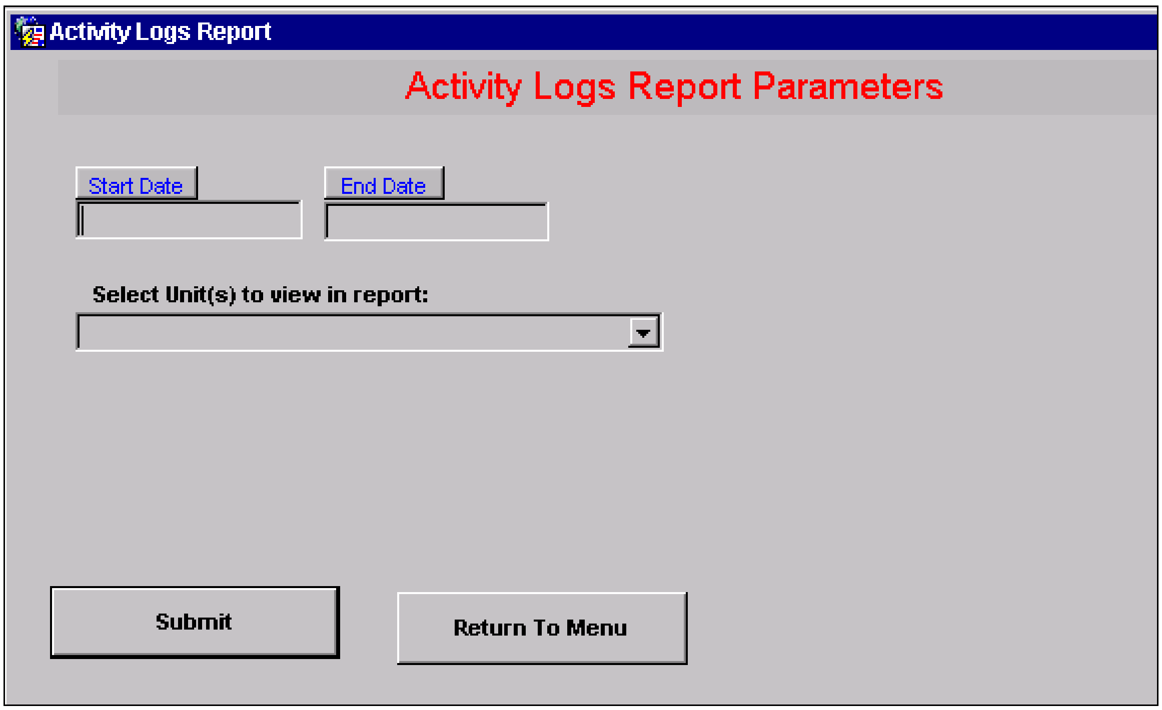


Figure 9-2 Activity Logs Report Parameters Screen

3. Enter the desired `{Start Date}` and `{End Date}`, select the `{unit}` to be viewed using the list box, and then click **Submit**.

    The Activity Logs Report screen appears, similar to the following:

Activity Logs

LONGVIEW

Reporting Period: 01 DEC 2001 **Through:** 05 DEC 2001

Days in Period: 5 **Hours in Period:** 120

Resource Hull Tail Number: MT4567KI LONGVIEW

Date	Activity	Status	Sub Activity	Mission	OPCON	CO Approved
12-NOV-01 13:00	U/W	A	OPS	SP	D1	N

Resource Hull Tail Number: OR775ZN LONGVIEW

Date	Activity	Status	Sub Activity	Mission	OPCON	CO Approved
01-JAN-01 07:00	U/W	A	OPS	ATON PVTBP	D1	N
20-JAN-01 18:00	U/W	A	OPS	ATON FEDBP	D1	N

Resource Hull Tail Number: U21851 LONGVIEW

Date	Activity	Status	Sub Activity	Mission	OPCON	CO Approved
13-APR-01 20:00	UPE	A	UPE	UPE PWC	130	N
20-JAN-02 20:00	UPE	A	UPE	UPE WNK	130	N

Resource Hull Tail Number: WN6636K LONGVIEW

Date	Activity	Status	Sub Activity	Mission	OPCON	CO Approved
10-JAN-01 22:00	U/W	A	OPS	ATON PVTBP	D1	N

Figure 9-3 Activity Logs Report Screen

4. Click the **X** in the upper right-hand corner.

    The window closes and the AUXDATA Reports menu appears.

9.2 Abstract of Operations

The **Abstract of Operations** button allows users to run a report on Abstract of Operations from the Start Date to the End Date and Return to the main menu. To run an abstract report, perform the following steps:

1. From the AUXDATA main menu, click the REPORTS button.

    The AUXDATA Reports menu appears.

2. Click the 

button.

The Abstract of Operations Report Parameters screen appears, similar to the following:

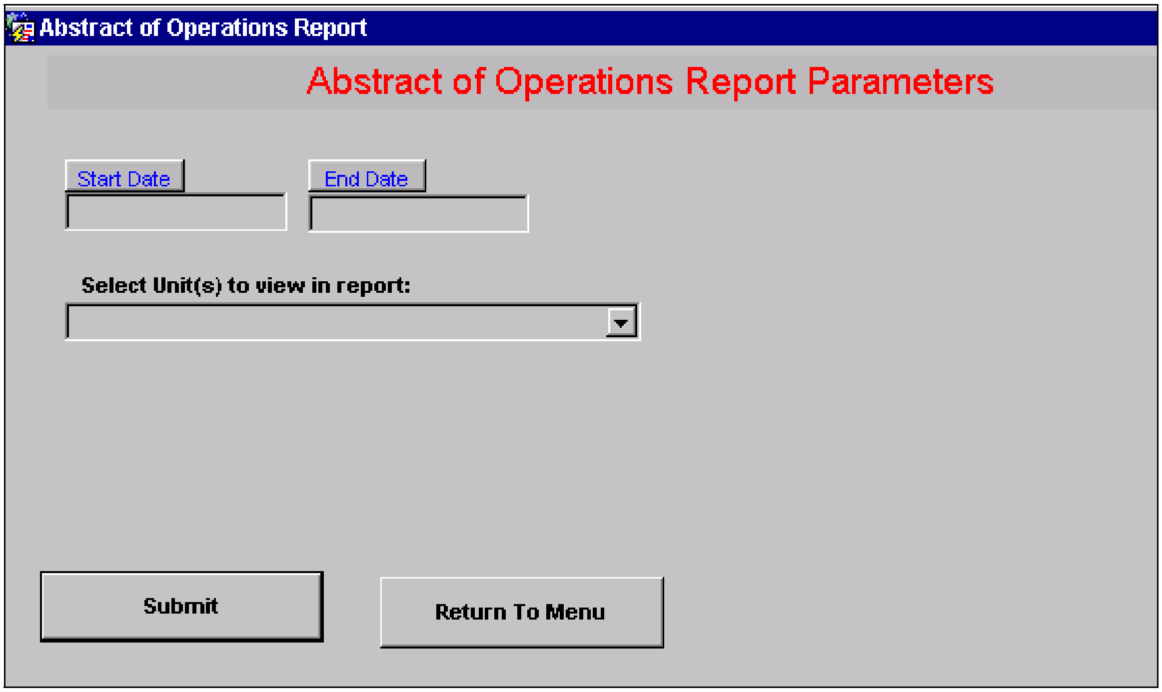
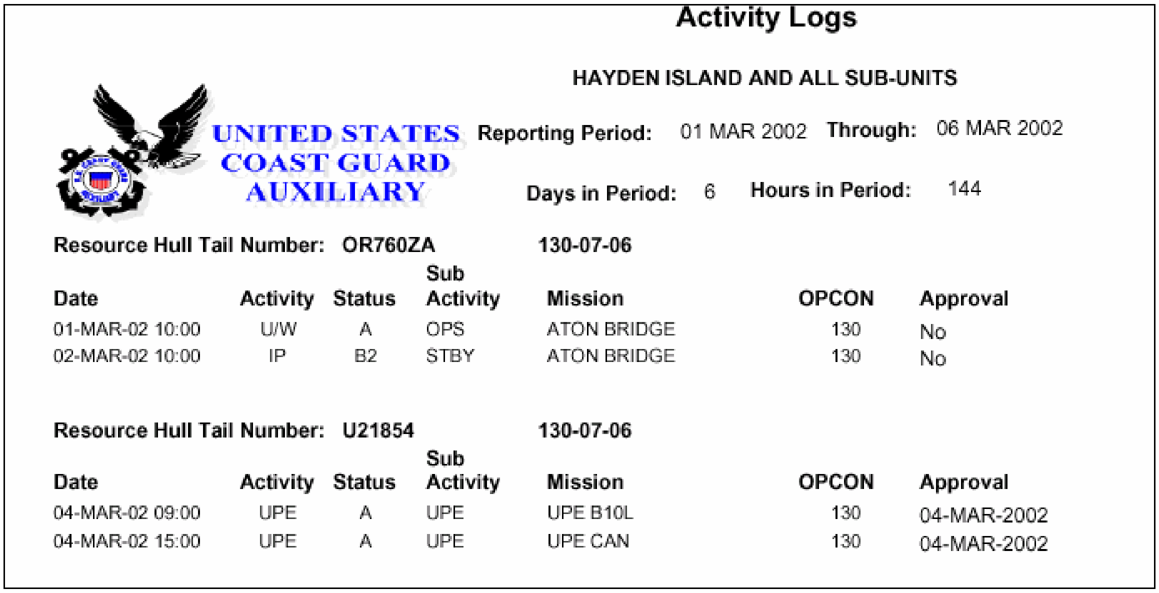


Figure 9-4 Abstract of Operations Report Parameters Screen

3. Enter the desired `{Start Date}` and `{End Date}`, select the `{unit}` to be viewed using the list box, and then click **Submit**.

The Activity Logs screen appears, similar to the following:



Activity Logs

HAYDEN ISLAND AND ALL SUB-UNITS

UNITED STATES COAST GUARD AUXILIARY

Reporting Period: 01 MAR 2002 **Through:** 06 MAR 2002

Days in Period: 6 **Hours in Period:** 144

Resource Hull Tail Number: **OR760ZA** **130-07-06**

Date	Activity	Status	Sub Activity	Mission	OPCON	Approval
01-MAR-02 10:00	U/W	A	OPS	ATON BRIDGE	130	No
02-MAR-02 10:00	IP	B2	STBY	ATON BRIDGE	130	No

Resource Hull Tail Number: **U21854** **130-07-06**

Date	Activity	Status	Sub Activity	Mission	OPCON	Approval
04-MAR-02 09:00	UPE	A	UPE	UPE B10L	130	04-MAR-2002
04-MAR-02 15:00	UPE	A	UPE	UPE CAN	130	04-MAR-2002

Figure 9-5 Abstract of Operations Screen

4. Click the **X** in the upper right-hand corner.

   The window closes and the AUXDATA Reports menu appears.

9.3 Auxiliary Unit Listing

The **Auxiliary Unit Listing** button allows the user to run a report listing all units in the Auxiliary. To run an Auxiliary Unit Listing report, perform the following steps:

1. From the AUXDATA main menu, click the 

button.

   The AUXDATA Reports menu appears.

2. Click the **Auxiliary Unit Listing** button.

The Auxiliary Unit Listing Parameters screen appears, similar to the following:

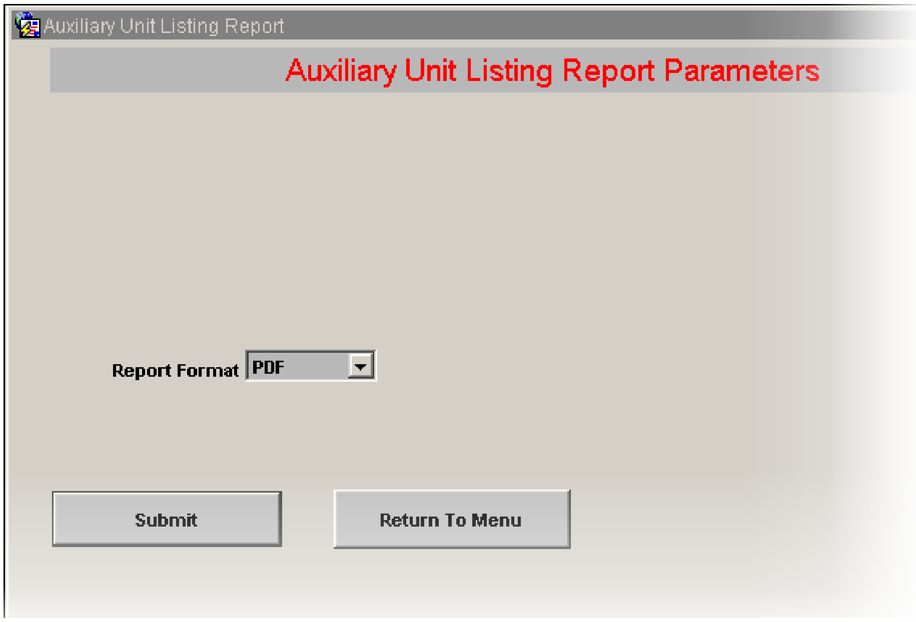
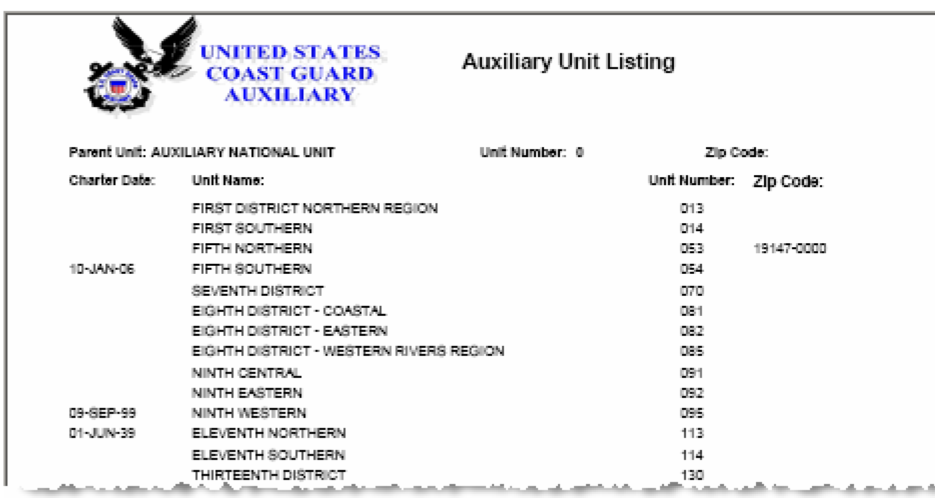


Figure 9-6 Auxiliary Unit Listing Report Parameters Screen

3. Use the Report Format drop-down menu to select the desired report *(format}*, either **PDF** or **CSV**.

4. Click **Submit**.

The Auxiliary Unit Listing report appears, similar to the following (shown in PDF report format):


UNITED STATES COAST GUARD AUXILIARY

Auxiliary Unit Listing

Parent Unit: AUXILIARY NATIONAL UNIT   Unit Number: 0   Zip Code:

Charter Date:	Unit Name:	Unit Number:	Zip Code:
	FIRST DISTRICT NORTHERN REGION	013	
	FIRST SOUTHERN	014	
	FIFTH NORTHERN	053	19147-0000
10-JAN-06	FIFTH SOUTHERN	054	
	SEVENTH DISTRICT	070	
	EIGHTH DISTRICT - COASTAL	081	
	EIGHTH DISTRICT - EASTERN	082	
	EIGHTH DISTRICT - WESTERN RIVERS REGION	085	
	NINTH CENTRAL	091	
	NINTH EASTERN	092	
09-SEP-99	NINTH WESTERN	095	
01-JUN-39	ELEVENTH NORTHERN	113	
	ELEVENTH SOUTHERN	114	
	THIRTEENTH DISTRICT	130	

Figure 9-7 Auxiliary Unit Listing Screen

9.4 Crew Underway Time

The Crew Underway Time report shows crew hours, for the selected unit, for a user-defined period of time. To run a Crew Underway Time report, perform the following steps:

1. From the AUXDATA main menu, click the REPORTS button.

   The AUXDATA Reports menu appears.

2. Click the Crew Underway Time button.

   The Crew Underway Time Report Parameters screen appears, similar to the following:

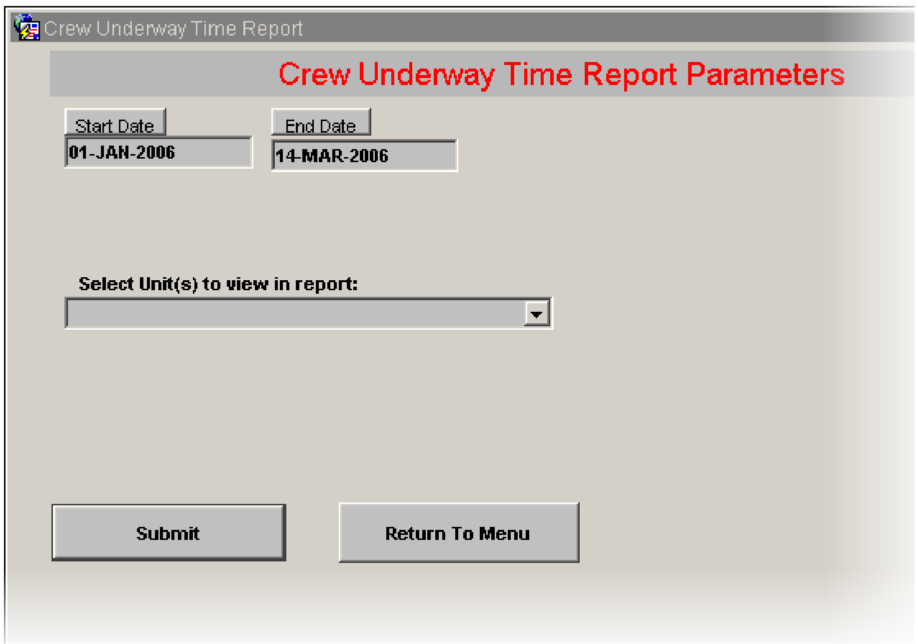


Figure 9-8 Crew Underway Time Report Parameters Screen

3. Enter the desired *{Start Date}* and *{End Date}* using the *{DD-MMM-YYYY}* format. Alternatively, click the Start Date or End Date button, and then use the Calendar feature to select the date.
4. Select the *{unit}* to be viewed using the Select Unit(s) drop-down menu.
5. Click **Submit**.

The Crew Underway Time report appears, similar to the following:

UNITED STATES
COAST GUARD
AUXILIARY

Crew Underway Time

HAYDEN ISLAND AND ALL SUB-UNITS

Reporting Period: 01-DEC-2001 **Through:** 02-DEC-2002

Days in Period: 367 **Hours in Period:** 8808

Hull Number: OR487AAA **Unit Number:** 130-07-06

Crewmember	Emp ID	Unit	Mission Count	U/W Hours
ANTANAVICH,JOSEPH F	1144341	013-03-03	1	4,148.00
ANDERSON,KENNETH T	1174174	130-07-06	2	4,172.00
ADAMS,WILLIAM D	1176248	130-08-02	1	24.00
ADAMS,DAVID L	1168878	130-11-01	1	24.00
OR487AAA's Totals		**5**		**8,368.00**

Hull Number: T2 **Unit Number:** 130-07-06

Crewmember	Emp ID	Unit	Mission Count	U/W Hours
ANDERSON,KENNETH T	1174174	130-07-06	2	14.00
T2's Totals		**2**		**14.00**

Figure 9-9 Crew Underway Time Screen

9.5 Resources By Flotilla

The Resources By Flotilla report displays resources assigned to the selected unit. To run a Resource by Flotilla report, perform the following steps:

1. From the AUXDATA main menu, click the **REPORTS** button.

   The AUXDATA Reports menu appears.

2. Click the 

button.

The Resources by Flotilla Report Parameters screen appears, similar to the following:

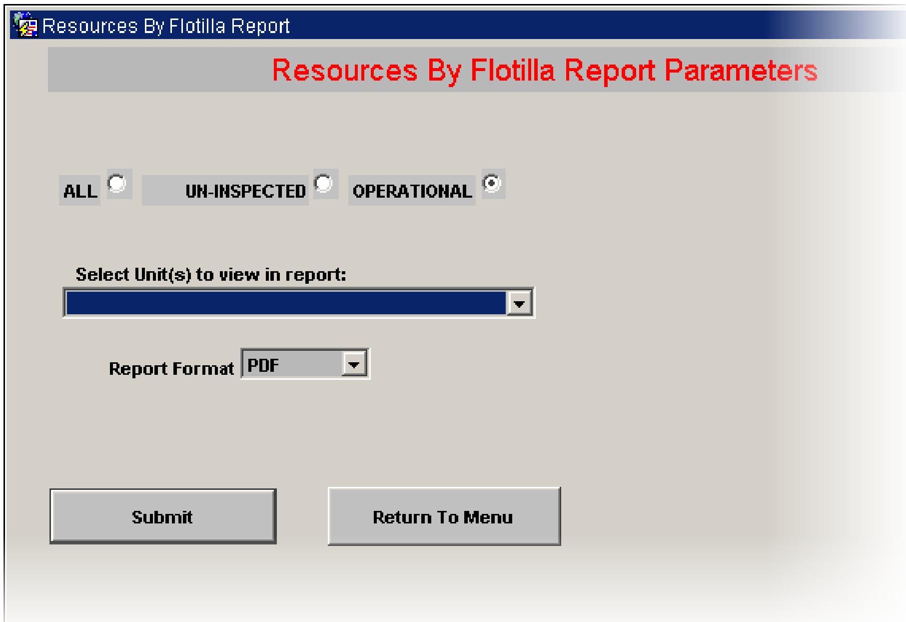


Figure 9-10 Resources By Flotilla Report Parameters Screen

3. Click the appropriate option button to select one of the following report options to define the status of resources to appear in the report:
   - **All** resources
   - **Un-inspected** resources only
   - **Operational** resources only
4. Using the Select Unit(s) drop-down menu, select the `{unit}` to be included in the report.
5. Select either **CSV** or **PDF** from the Report Format drop-down menu.

6. Click **Submit**.

The Resources By Flotilla screen appears, similar to the following:

UNITED STATES COAST GUARD AUXILIARY

Resources By Flotilla

054-20-04 NEW BERN

Unit Number	Availability	Class Code	Facility Number	Resource Length	Hull/Tail	Inspection Date	Trail	Lat.	Long.	Owner	Emp ID
054-20-04	-	B	19505	19 ' - "	NC6505WB	19-JUL-07	Y	34-54.1-N	76-55.1-W	FORD, KENNETH P(P)	1195738
054-20-04	All	B	17275	17 ' - "	NC3275CF	31-JAN-07	Y	35-5.2-N	77-2.5-W	LYNCH, ROBERT J(P)	1153415
054-20-04	All	B	20145	19 ' 6 "	NC6145WH	06-FEB-07	Y	35-.8-N	76-59.7-W	MULLEN, STEPHEN T(P)	1159148
054-20-04	-	B	18808	18 ' 6 "	NC1808WS	25-APR-07	Y	34-44.2-N	76-45.5-W	KIRBY, ELISA M(P)	1158569
054-20-04	-	B	161037	16 ' - "	MC3878SH	19-JUN-07	Y	44-26.1-N	83-21.2-W	PENNE, JOHN A(P)	1171005
054-20-04	-	B	23137	23 ' - "	NC0137CV	25-APR-07	Y	35-4-N	77-4.2-W	KIRBY, ELISA M(P)	1158569
054-20-04	-	B	20777	20 ' - "	NC2777WK	21-NOV-06	Y	35-4.9-N	77-5-W	BONNETT, HOWBERT W(P)	1174574
054-20-04	-	B	9591	9 ' - "	NC5591DD	25-APR-07	Y	35-4-N	77-4.2-W	KIRBY, ELISA M(P)	1158569
054-20-04	-	R	-	- ' - "	NF05PG	05-APR-05	-	36-17.3-N	80-10.3-W	KIRBY, ELISA M(P)	1158569
054-20-04	-	R	-	- ' - "	NF05OV	15-MAR-06	-	35-4.7-N	77-5.9-W	OBRIEN, JAMES P(P)	1142297
054-20-04	-	R	-	- ' - "	NM05FE	07-JAN-05	-	--	--	BONNETT, HOWBERT W(P)	1174574
054-20-04	-	R	-	- ' - "	NF05SC	22-MAR-07	-	35-5.5-N	77-2.7-W	CUMMINGS, BRADFORD C(P)	1150271

Figure 9-11 Resources By Flotilla Screen

9.6 USCG Auxiliary Operations

The **USCG Auxiliary Operations** button allows users to run a report on USCG Auxiliary Operations and Return to the main menu. To run an USCG Auxiliary Operations report, perform the following steps:

1. From the AUXDATA main menu, click the REPORTS button.

    The AUXDATA Reports menu appears.

2. Click the 

button.

   The USCG Auxiliary Operations Report Parameters screen appears, similar to the following:

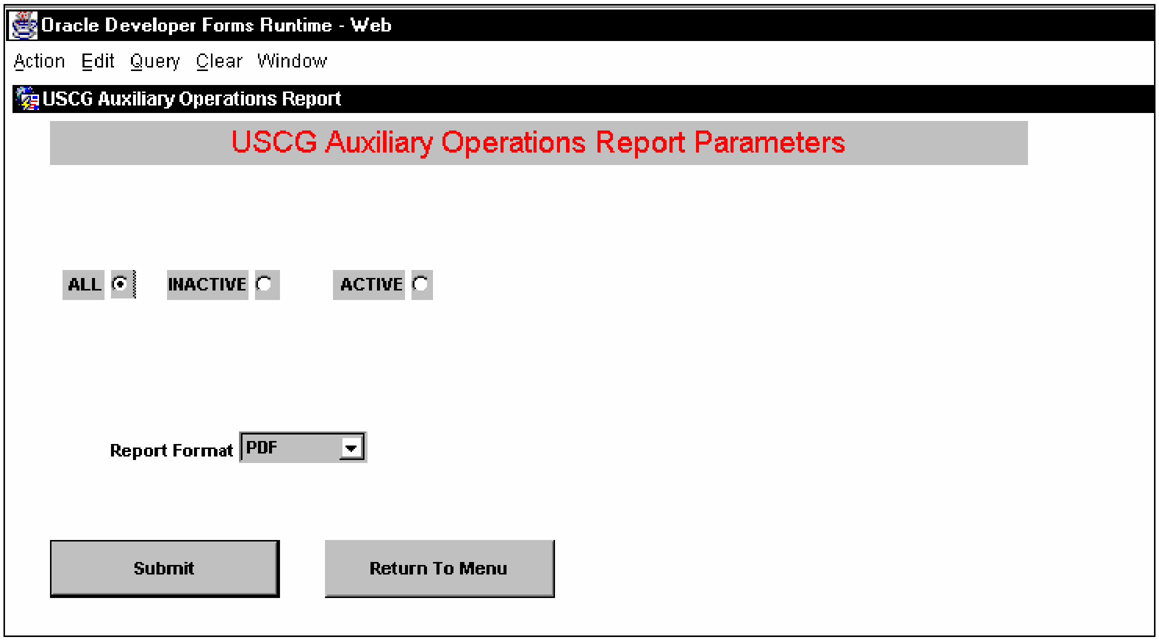
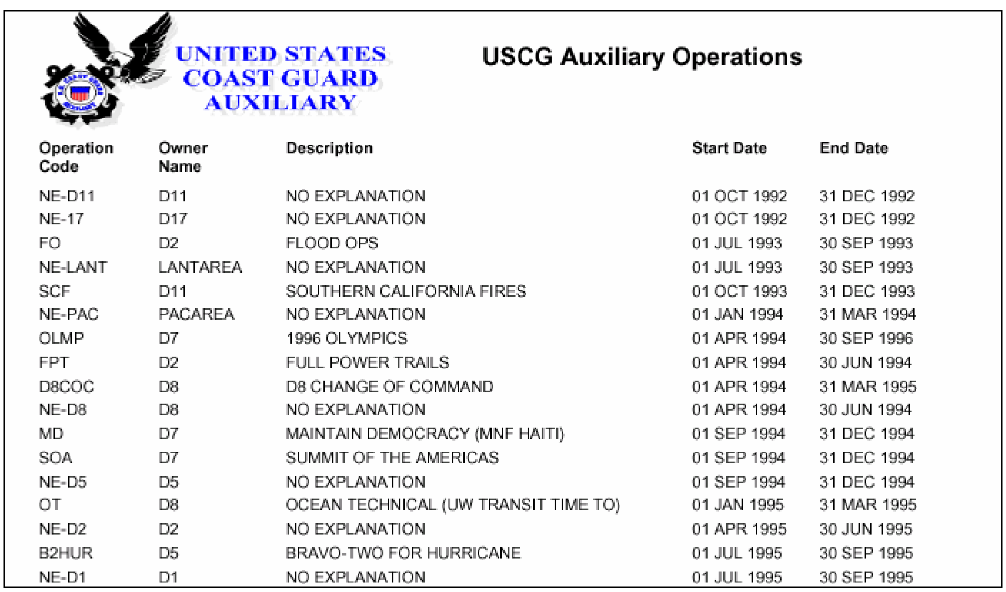


Figure 9-12 USCG Auxiliary Operations Report Parameters Screen

3. Select one of the following option buttons: **All**, **Inactive**, or **Active**, and then click **Submit**.

   The USCG Auxiliary Operations screen appears, similar to the following:


UNITED STATES COAST GUARD AUXILIARY

USCG Auxiliary Operations

Operation Code	Owner Name	Description	Start Date	End Date
NE-D11	D11	NO EXPLANATION	01 OCT 1992	31 DEC 1992
NE-17	D17	NO EXPLANATION	01 OCT 1992	31 DEC 1992
FO	D2	FLOOD OPS	01 JUL 1993	30 SEP 1993
NE-LANT	LANTAREA	NO EXPLANATION	01 JUL 1993	30 SEP 1993
SCF	D11	SOUTHERN CALIFORNIA FIRES	01 OCT 1993	31 DEC 1993
NE-PAC	PACAREA	NO EXPLANATION	01 JAN 1994	31 MAR 1994
OLMP	D7	1996 OLYMPICS	01 APR 1994	30 SEP 1996
FPT	D2	FULL POWER TRAILS	01 APR 1994	30 JUN 1994
D8COC	D8	D8 CHANGE OF COMMAND	01 APR 1994	31 MAR 1995
NE-D8	D8	NO EXPLANATION	01 APR 1994	30 JUN 1994
MD	D7	MAINTAIN DEMOCRACY (MNF HAITI)	01 SEP 1994	31 DEC 1994
SOA	D7	SUMMIT OF THE AMERICAS	01 SEP 1994	31 DEC 1994
NE-D5	D5	NO EXPLANATION	01 SEP 1994	31 DEC 1994
OT	D8	OCEAN TECHNICAL (UW TRANSIT TIME TO)	01 JAN 1995	31 MAR 1995
NE-D2	D2	NO EXPLANATION	01 APR 1995	30 JUN 1995
B2HUR	D5	BRAVO-TWO FOR HURRICANE	01 JUL 1995	30 SEP 1995
NE-D1	D1	NO EXPLANATION	01 JUL 1995	30 SEP 1995

Figure 9-13 USCG Auxiliary Operations Screen

4. Click the **X** in the upper right-hand corner.

The window closes and the AUXDATA Reports menu appears.

9.7 E-mail Directory

The **E-mail Directory** button allows users to run a report on the E-mail Directory by unit and return to the main menu. To run an E-mail Directory report, perform the following steps:

1. From the AUXDATA main menu, click the 

button.

    The AUXDATA Reports menu appears.

2. Click the 

button.

    The Email Directory Report Parameters screen appears, similar to the following:

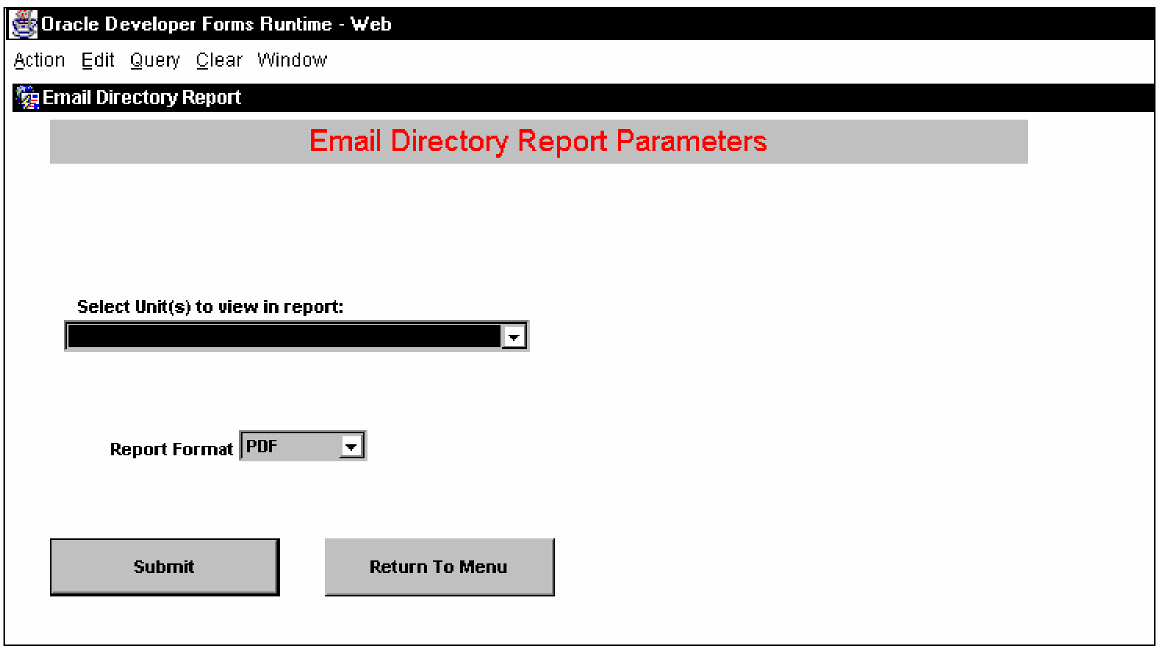


Figure 9-14 Email Directory Report Parameters Screen

3. Click the arrow for the list box, and then select the desired `{unit}`.

    The unit appears in the box.

4. Click **Submit**.

The E-mail Directory screen appears, similar to the following:

UNITED STATES COAST GUARD AUXILIARY

E-mail Directory

130-07-06 HAYDEN ISLAND

Unit Number	Member No.	Member	Email 1	Email 2
130-07-06	1174174	ANDERSON, KENNETH T	KANDERSON@HOTMAIL.COM	ANDERSONK@OSC.USCG.MIL
130-07-06	1174173	BALL, MAX E		
130-07-06	1183318	BALL, ROSE M		
130-07-06	1174746	BLACKFORD, SHEILA A	SHIELA_BLACKFORD@YAHOO.COM	
130-07-06	1174099	BURNS, EDWIN M	EDBURNS@GTE.NET	
130-07-06	1164038	CASE, MICHAEL T		
130-07-06	1173983	DICKIE, GEORGE L JR		
130-07-06	1190264	DOERFLER, GEOFF M	GDOERFLER@AOL.COM	
130-07-06	1158374	FOLLOWELL, TERESA A		
130-07-06	1142987	GUAY, PAUL D		
130-07-06	1174109	GULBRANDSON, DANIEL C		
130-07-06	1159774	HANSON, FRANCES L		
130-07-06	1174035	HANSON, STEPHEN N		
130-07-06	1183301	HEVY, ARTHUR D		
130-07-06	1183448	HEVY, CATHY A		
130-07-06	1183443	JAMES, NEIL H	NHJAMES@HOME.COM	
130-07-06	1183439	KELLY, MARY A		
130-07-06	1173859	KELLY, TIMOTHY J	OLDSALT068@MSN.COM	

Figure 9-15 E-mail Directory Screen

5. Click the **X** in the upper right-hand corner.

The window closes and the AUXDATA Reports menu appears.

9.8 Member Roster

The Member Roster report lists members at a selected unit(s), with information such as employment ID, address, e-mail address, phone number, and other contact information. Optionally, the Member Roster report may be printed as mailing labels. Users can filter this report using a number of parameters, including:

- Membership—all members or only active or inactive members
- User-specified competencies
- User-specified offices
- Time period covered (based on a user-specified status date)
- Output—as a report or as mailing labels
- By State.

To generate this report, perform the following steps:

1. From the AUXDATA main menu, click the REPORTS button.

The AUXDATA Reports menu appears.

2. Click the 

button.

The Member Roster Report Parameters screen appears (keyed to corresponding step numbers):

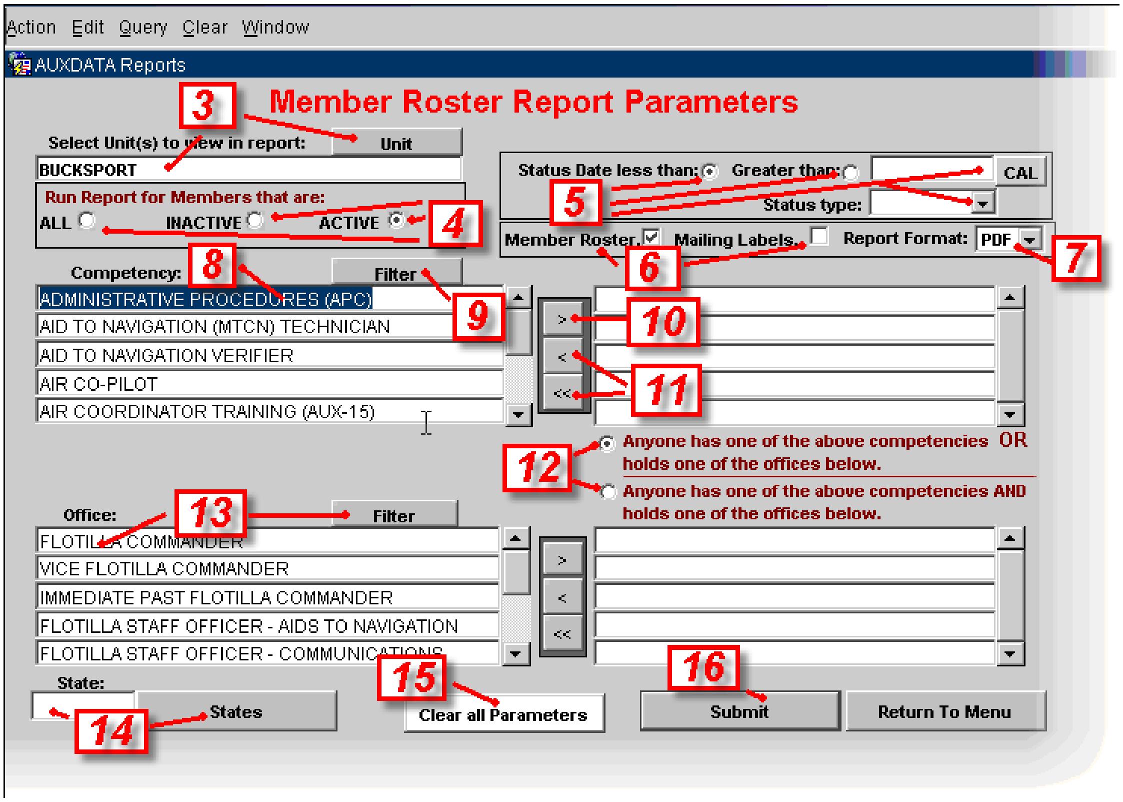


Figure 9-16 Member Roster Report Parameters Screen

3. Click the 

button, and then select the `{unit}` to be covered by the report from the resulting LOV. Use the filter search capabilities, if needed, to display only units meeting the filter criteria.

NOTE: *`{Unit}` is a required parameter. `{Office}` and `{State}` (see below) are optional and cannot be selected without first selecting the `{unit}`.*

4. Click the appropriate option button to select one of the following membership status categories to display in the report:

   - **All** members
   - **Inactive** members only
   - **Active** members only.

5. Set *{date}* parameters for the report.

    - First select a *{date}*, and then click the CAL button to use the calendar selection screen.
    - Click the appropriate option button to indicate whether the report should include members with status dates occurring before or after the selected date parameter.
    - If the user wishes to limit the report to a specific *{Status type}*, use the **Status type** drop-down menu to select the desired *{Status type}*.

6. Click the appropriate check box to select the desired report output--**Member Roster** or **Mailing Labels**.
7. On the **Report Format** drop-down menu, select either the **PDF** format or the **CSV** format.
8. To select a *{Competency}*, first click the *{Competency}* to highlight it.
9. Alternatively, to find a particular *{Competency}*, click the Filter button, and then use the filter screen wildcard search capabilities to specify the search criteria. When a listing of competencies meeting the specified search criteria appears, click the desired *{Competency}* to highlight it.
10. Click the > button to move all highlighted competencies to the right side of the form, thereby selecting them for the report.
11. To remove (reverse) selections, click the selected competencies to highlight, and then click the < button to reverse (remove) highlighted selections. Alternatively, click the << button to remove (that is, reverse) all selections, highlighted or not.
12. Click in the appropriate option button to specify one of the following:

    - Whether an individual must hold at least one of the selected competencies <u>or</u> at least one of the selected offices
    - Whether an individual must hold at least one selected competency <u>and</u> at least one selected office.

13. To select *{Offices}* for the report, follow the same procedure used to select competencies: first highlight the desired *{Office}*. Then click the > button to select the highlighted *{Offices}* or click the < or << button to remove selections. Use the office Filter to search for *{Offices}*, if needed.
14. To limit the report to a particular State, click the States button, and then select the *{State}* from the resulting State LOV.

NOTE: *If a {State} is selected (optional), the report will be comprised only of members from units located in that state.*

15. Click the Clear all Parameters button to clear the form of parameters entered.

16. Click **Submit** to generate the report.

The Member Roster screen appears, similar to the following (member personal information is intentionally obscured):

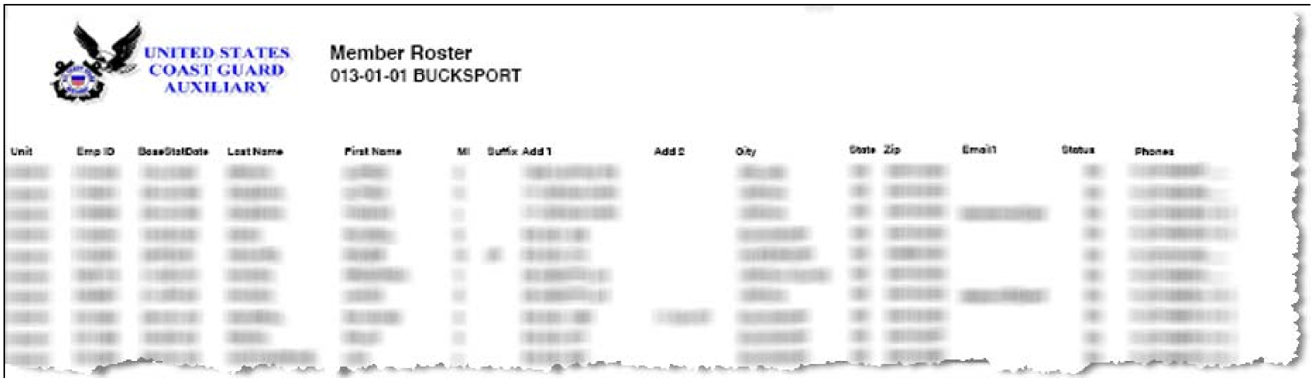


Figure 9-17 Member Roster Report

9.9 Quarterly Billing Report

The Quarterly Billing report contains the employee ID, name, and AP (approval pending) status date for each member during the year in the selected district, broken down by flotilla. All active status members will be billed when a quarterly billing report is generated. Only users who have the billing role can run this report.

Too run this report, perform the following steps:

1. From the AUXDATA main menu, click the  button.

   The AUXDATA Reports menu appears.

2. Click the  report button.

   The Quarterly Billing Report Parameters screen appears.

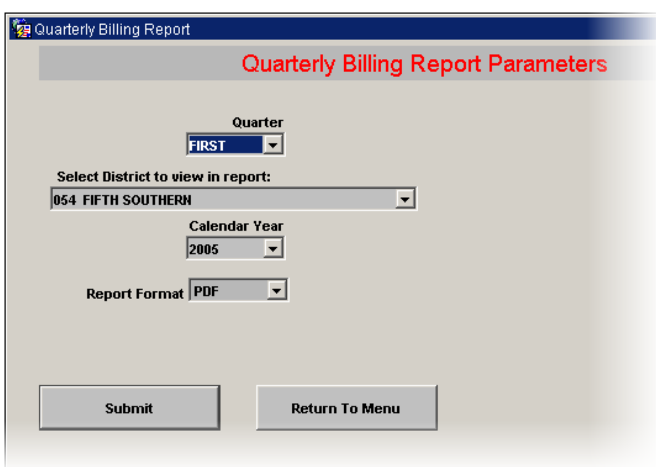
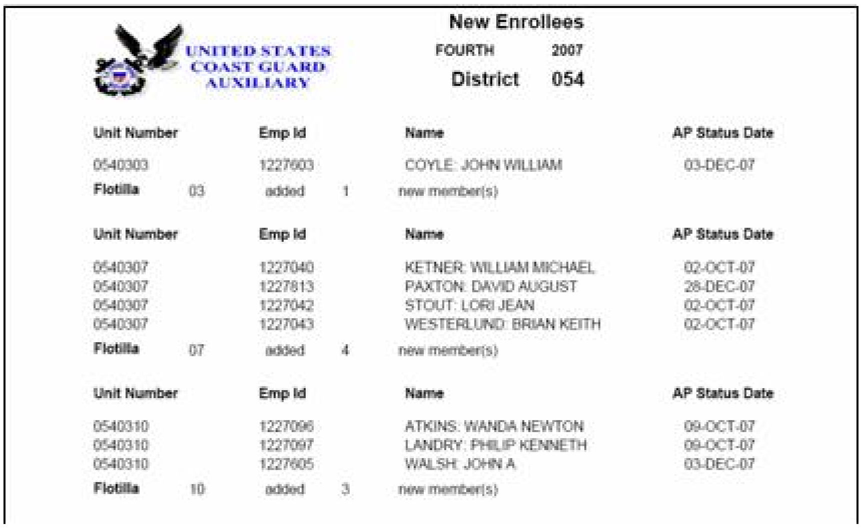


Figure 9-18 Quarterly Billing Report Parameters

3. From the appropriate list boxes, select the `{Quarter}`, the `{District}`, and the `{Calendar Year}` to be covered by the report.
4. In the Report Format list box, choose the desired format (**CSV** or **PDF**), and then click the **Submit** button.

   A Quarterly Billing Report appears for the specified quarter and year:



UNITED STATES COAST GUARD AUXILIARY

New Enrollees

FOURTH 2007

District 054

Unit Number	Emp Id	Name	AP Status Date
0540303	1227603	COYLE: JOHN WILLIAM	03-DEC-07
Flotilla 03	added 1	new member(s)	

Unit Number	Emp Id	Name	AP Status Date
0540307	1227040	KETNER: WILLIAM MICHAEL	02-OCT-07
0540307	1227813	PAXTON: DAVID AUGUST	28-DEC-07
0540307	1227042	STOUT: LORI JEAN	02-OCT-07
0540307	1227043	WESTERLUND: BRIAN KEITH	02-OCT-07
Flotilla 07	added 4	new member(s)	

Unit Number	Emp Id	Name	AP Status Date
0540310	1227096	ATKINS: WANDA NEWTON	09-OCT-07
0540310	1227097	LANDRY: PHILIP KENNETH	09-OCT-07
0540310	1227605	WALSH: JOHN A	03-DEC-07
Flotilla 10	added 3	new member(s)	

Figure 9-19 Quarterly Billing Report

5. When finished with the report (for example, printing, saving to disk for later use), close the report by clicking the ☒ at the upper right-hand corner of the window.

9.10 Member Anniversary Status

1. From the AUXDATA Reports menu, click the **Member Anniversary Status** button.

   The Member Anniversary Status Report Parameters screen appears, similar to the following:

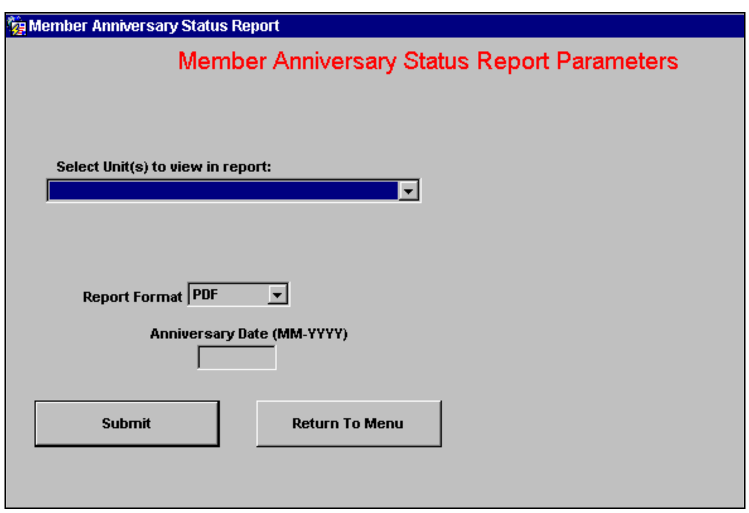
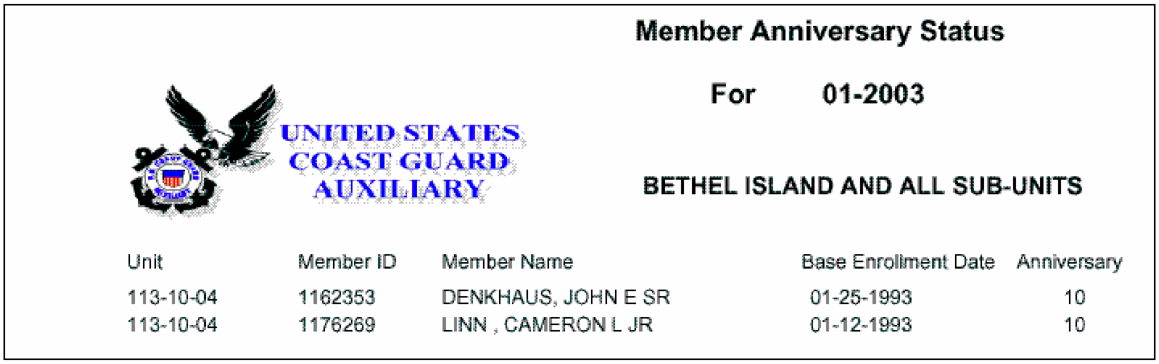


Figure 9-20 Member Anniversary Status Report Parameters Screen

2. Select the `{unit}` to be viewed using the list box, enter the desired `{Anniversary Date}`, and then click the **Submit** button.

   The Member Anniversary Status screen appears, similar to the following:



Member Anniversary Status

For 01-2003

UNITED STATES COAST GUARD AUXILIARY

BETHEL ISLAND AND ALL SUB-UNITS

Unit	Member ID	Member Name	Base Enrollment Date	Anniversary
113-10-04	1162353	DENKHAUS, JOHN E SR	01-25-1993	10
113-10-04	1176269	LINN , CAMERON L JR	01-12-1993	10

Figure 9-21 Member Anniversary Status Screen

3. Click the **X** in the upper right-hand corner.

   The window closes and the AUXDATA Reports screen appears.

9.11 Log Activity Summary

The **Log Activity Summary** button allows users to run a report on log activity summary from the Start Date to the End Date and Return to the main menu. Perform the following steps to run a Log Activity Summary report:

1. From the AUXDATA main menu, click the 

button.

   The AUXDATA Reports menu appears.

2. Click the **Log Activity Summary** button.

   The Log Activity Summary Report Parameters screen appears, similar to the following:

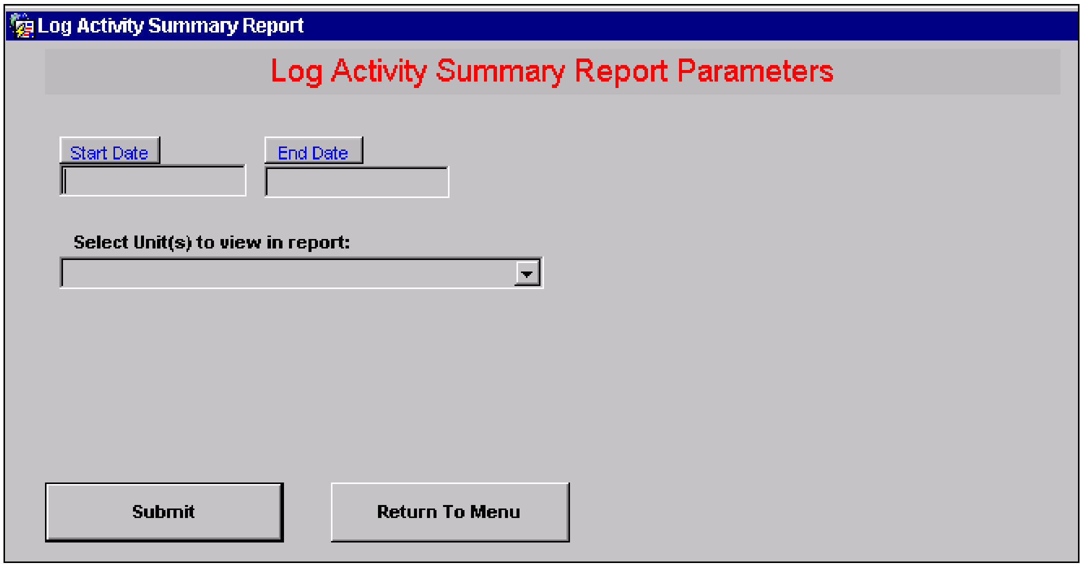


Figure 9-22 Activity Log Summary Report Parameters Screen

3. Enter the desired `{Start Date}` and `{End Date}`, select the `{unit}` to be viewed using the list box, and then click **Submit**.

   The Log Activity Summary screen appears, similar to the following:

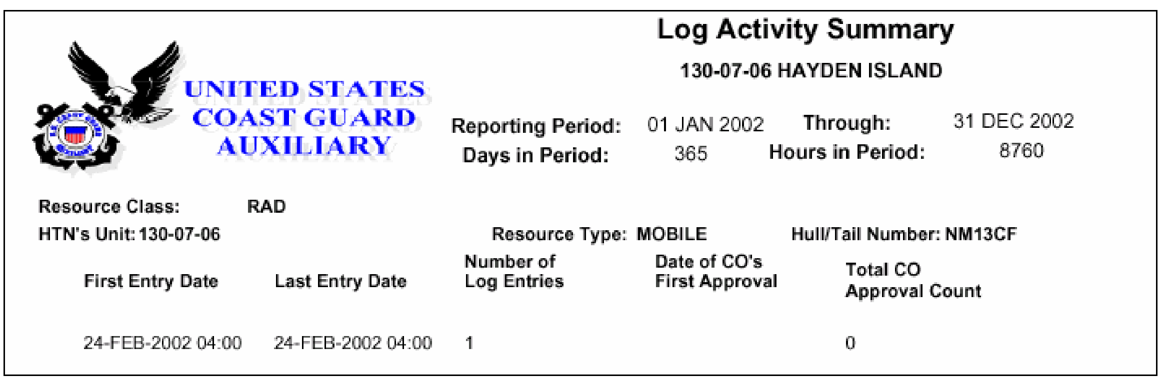


Figure 9-23 Log Activity Summary Screen

4. Click the **X** in the upper right-hand corner.

   The window closes and the AUXDATA Reports screen appears.

9.12 Officer Directory Report

Use the Officer Directory Report to retrieve information on the officers and the offices at any unit in the organization. The report can be run from the division level down to any particular unit. The following steps describe how to run the report:

1. From the Reports menu, click the **Officer Directory** button.

   The Officer Directory Parameters screen appears:

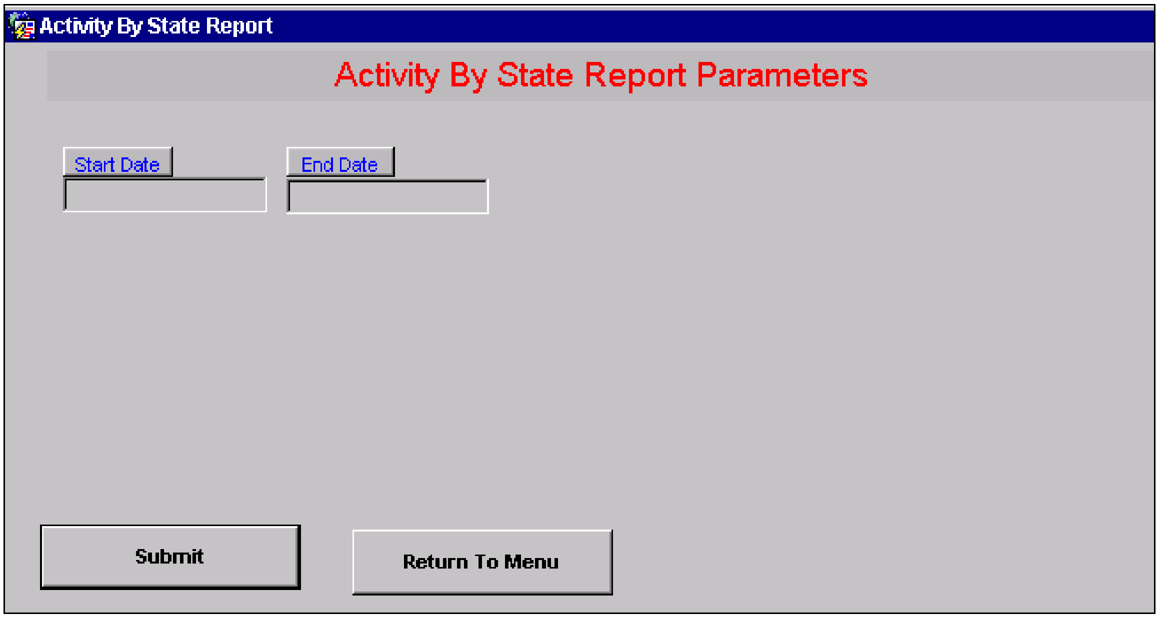
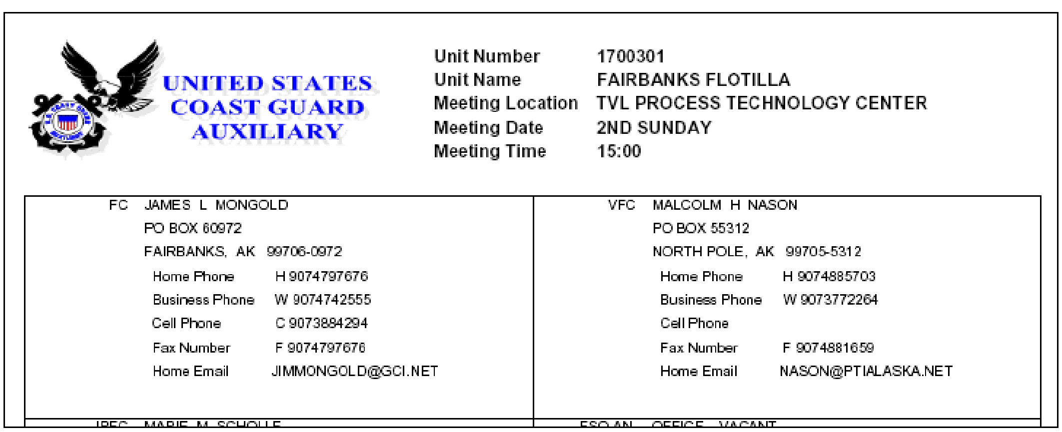


Figure 9-24 Officer Directory Parameters Screen

2. From the drop-down menu, select the *{unit}* on which the report is being run, and then click the **Submit** button.

   The Officer Directory report will look like this:


UNITED STATES COAST GUARD AUXILIARY

Unit Number 1700301
Unit Name FAIRBANKS FLOTILLA
Meeting Location TVL PROCESS TECHNOLOGY CENTER
Meeting Date 2ND SUNDAY
Meeting Time 15:00

FC JAMES L MONGOLD
PO BOX 60972
FAIRBANKS, AK 99706-0972
Home Phone H 9074797676
Business Phone W 9074742555
Cell Phone C 9073884294
Fax Number F 9074797676
Home Email JIMMONGOLD@GCI.NET

VFC MALCOLM H NASON
PO BOX 55312
NORTH POLE, AK 99705-5312
Home Phone H 9074885703
Business Phone W 9073772264
Cell Phone
Fax Number F 9074881659
Home Email NASON@PTIALASKA.NET

Figure 9-25 Officer Directory Report

9.13 Patriot Readiness Report

Run a Patriot Readiness report to retrieve a list of members available for duty at a particular unit or state and on which days of the week they are available. This report is available in CSV format only. To run a Patriot Readiness report, perform the following steps:

1. From the Admin Reports menu, click the **Patriot Readiness** button.

   The Patriot Readiness report parameter screen appears:

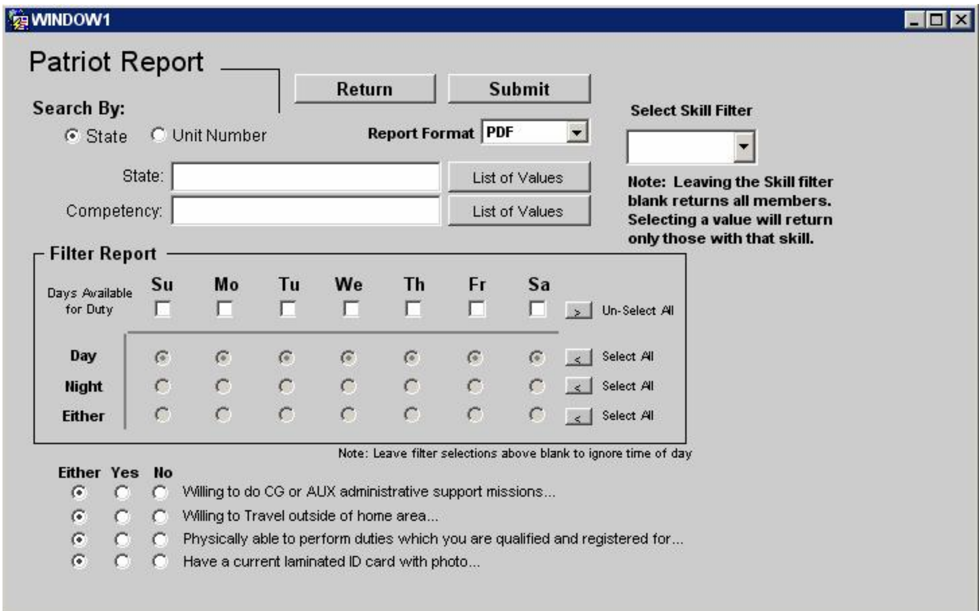


Figure 9-26 Patriot Readiness Report Parameters

2. First, choose either **State** or **Unit Number** to filter the report. Use the **List of Values** buttons to enter either the *{state}* or *{unit number}*.
3. Enter the Competency by using the **List of Values** button.
4. To filter the report by which *{day of the week}* the members are available, select the *{days of the week}*, or else leave this section blank.
5. To filter the report by *{skill code}*, select a *{skill code}* from the **Select Skill Filter** box at the top right of the screen. Leave the box blank to see members regardless of skill code.
6. To further refine the report, indicate **Yes** or **No** to the preferences and criteria located below the calendar.
7. Click the **Submit** button.

   A Patriot Readiness report is generated in CSV according to the parameters entered.

9.14 Emergency Contact Information Report

The Emergency Contact Information report displays contact information needed in time of emergency, including member name, employee identifying number, and emergency contact names, telephone numbers, and so forth. To generate this report, follow these steps:

1. At the AUXDATA main menu, click 

.

   *The Reports menu appears, displaying the **Emergency Contact Info** button.*

2. Click the 

button.

   The Emergency Contact Information parameter screen appears, similar to the following figure:

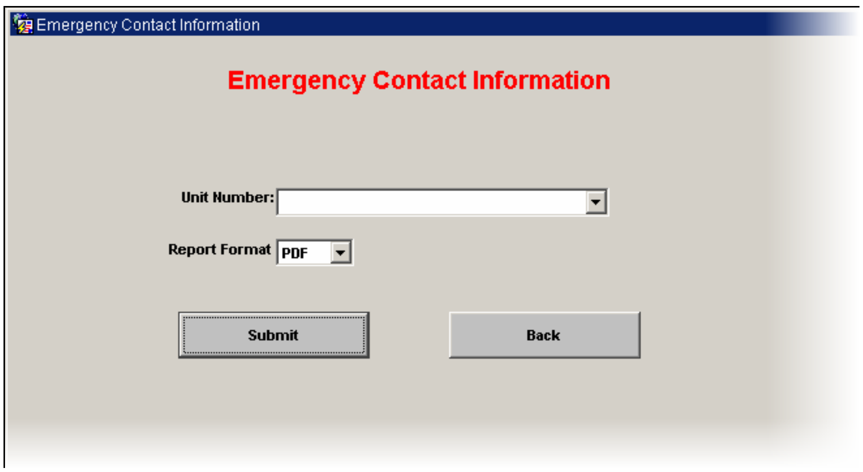


Figure 9-27 Emergency Contact Information

3. Click the  button beside the **Unit Number** field, and then click the desired `{Unit Number}` from the **Units** LOV to select it.

   *The `{Unit Number}` appears in the **Unit Number** field.*

4. Click the  button beside the **Report Format** field, and then click the desired `{format}` (PDV or CSV) to select it.

   *The selected `{format}` appears in the **Report Format** field.*

5. Click the **Submit** button to generate the report.

   The report appears, similar to the following figure:

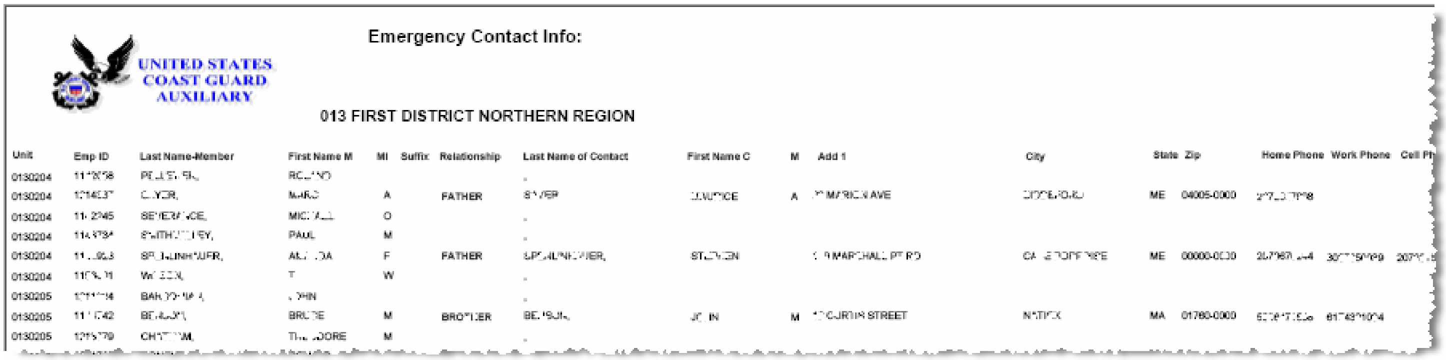


Figure 9-28 Emergency Contact Information Report

9.15 Underway Resource Hours

The **Underway Resource Hours** button allows users to run a report on an underway resource hours from the Start Date to the End Date and Return to the main menu. To run an Underway Resource Hours report, perform the following steps:

1. From the AUXDATA main menu, click the  button.

   The AUXDATA Reports menu appears.

2. Click the  button.

   The Underway Resource Hours Report Parameters screen appears, similar to the following:

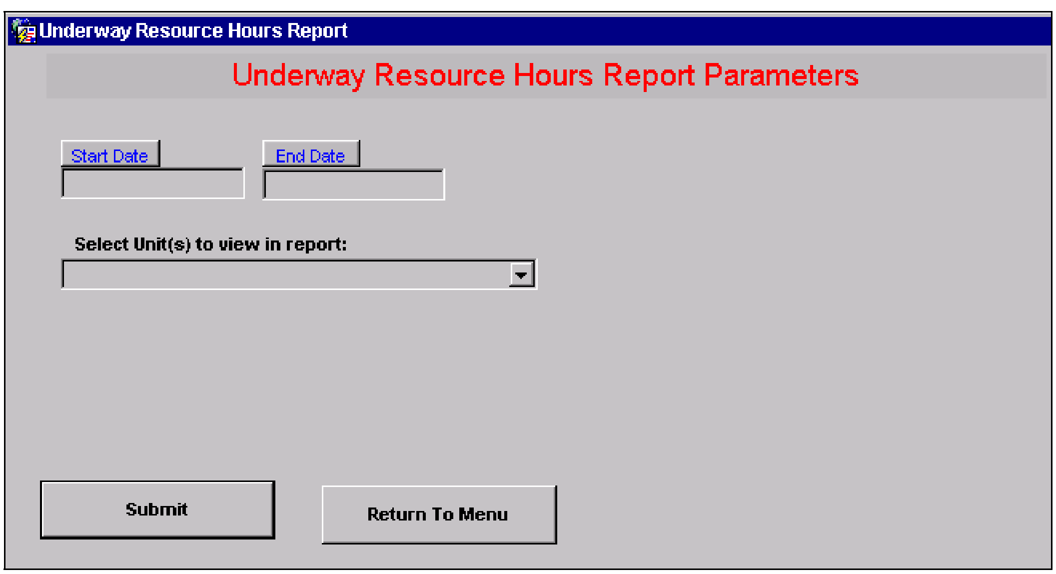
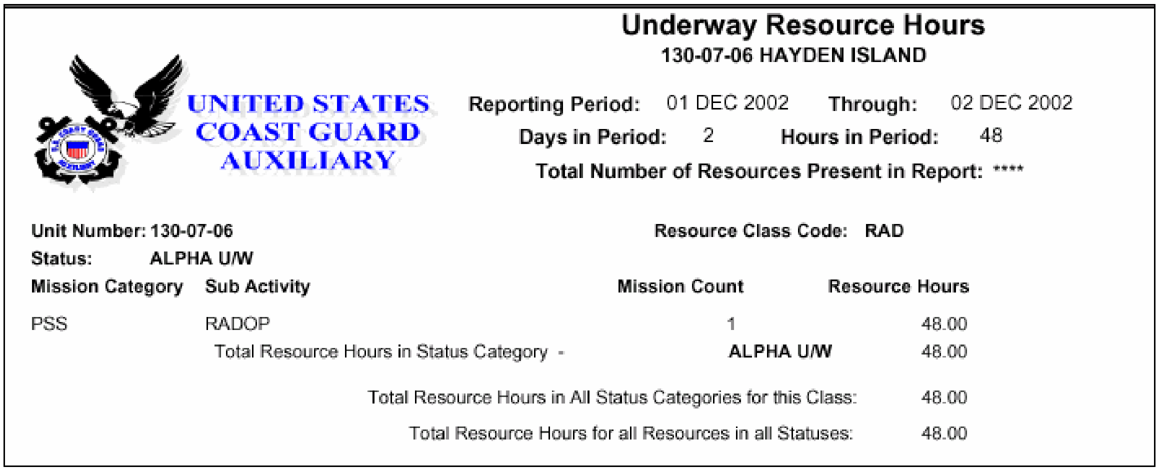


Figure 9-29 Underway Resource Hours Report Parameters Screen

3. Enter the desired `{Start Date}` and `{End Date}`, select the `{unit}` to be viewed using the list box, and then click **Submit**.

   The Underway Resource Hours screen appears, similar to the following:



Underway Resource Hours
130-07-06 HAYDEN ISLAND

UNITED STATES COAST GUARD AUXILIARY

Reporting Period: 01 DEC 2002 Through: 02 DEC 2002
Days in Period: 2 Hours in Period: 48
Total Number of Resources Present in Report: ****

Unit Number: 130-07-06 Resource Class Code: RAD
Status: ALPHA U/W

Mission Category	Sub Activity	Mission Count	Resource Hours
PSS	RADOP	1	48.00
	Total Resource Hours in Status Category -	ALPHA U/W	48.00
	Total Resource Hours in All Status Categories for this Class:		48.00
	Total Resource Hours for all Resources in all Statuses:		48.00

Figure 9-30 Underway Resource Hours Screen

4. Click the **X** in the upper right-hand corner.

   The window closes and the AUXDATA Reports menu appears.

9.16 Days Underway

The **Days Underway** button allows users to run a report on the days the vessel is underway from the Start Date to the End Date and Return to the main menu. To run a Days Underway report, perform the following steps:

1. From the AUXDATA main menu, click the 

button.

   The AUXDATA Reports menu appears.

2. Click the 

button.

The Days Underway Report Parameters screen appears, similar to the following:

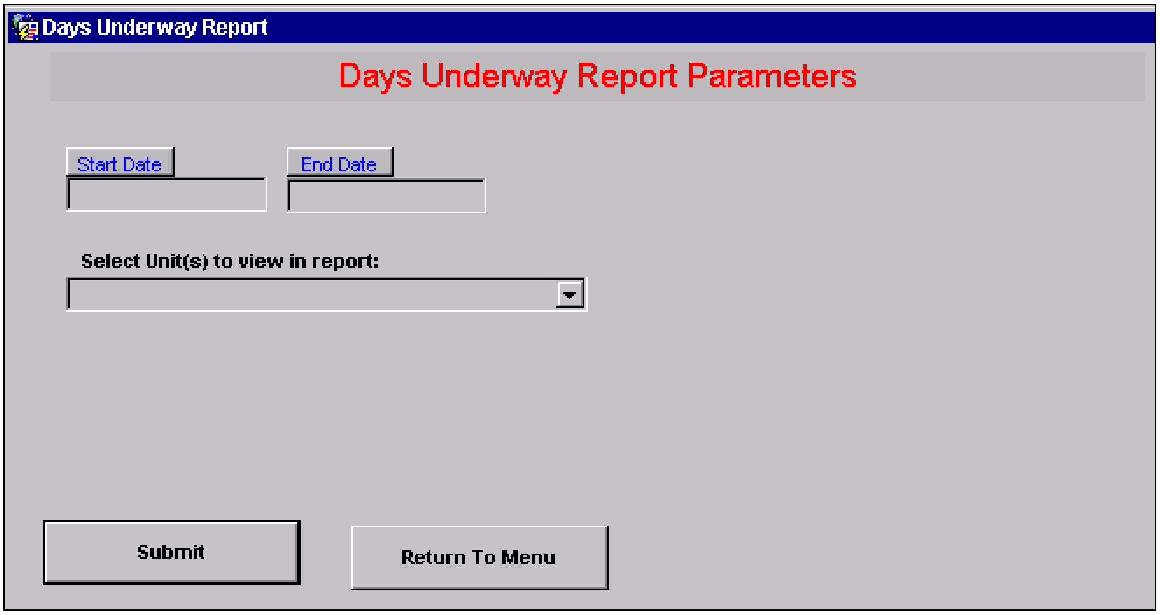


Figure 9-31 Days Underway Report Parameters Screen

3. Enter the desired `{Start Date}` and `{End Date}`, select the `{unit}` to be viewed using the list box, and then click **Submit**.

The Days Underway screen appears, similar to the following:

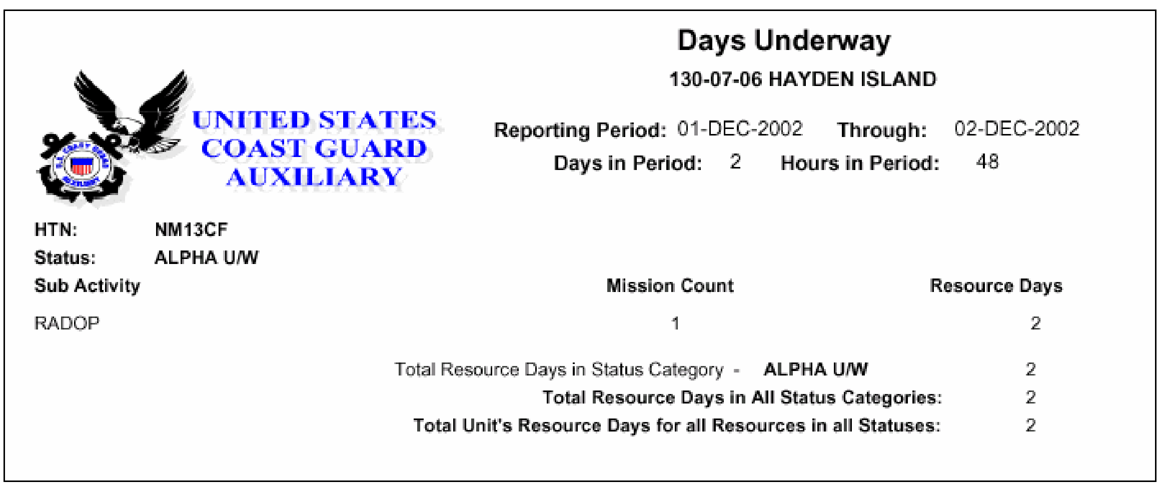


Figure 9-32 Days Underway Screen

4. Click the **X** in the upper right-hand corner.

The window closes and the AUXDATA Reports menu appears.

9.17 Underway Activity and Crew

The **Underway Activity and Crew** button allows users to run a report on underway activity and crew from the Start Date to the End Date and Return to the main menu. To run an Underway Activity and Crew report, perform the following steps:

1. From the AUXDATA main menu, click the 

button.

   The AUXDATA Reports menu appears.

2. Click the 

button.

   The Underway Activity and Crew Report Parameters screen appears, similar to the following:

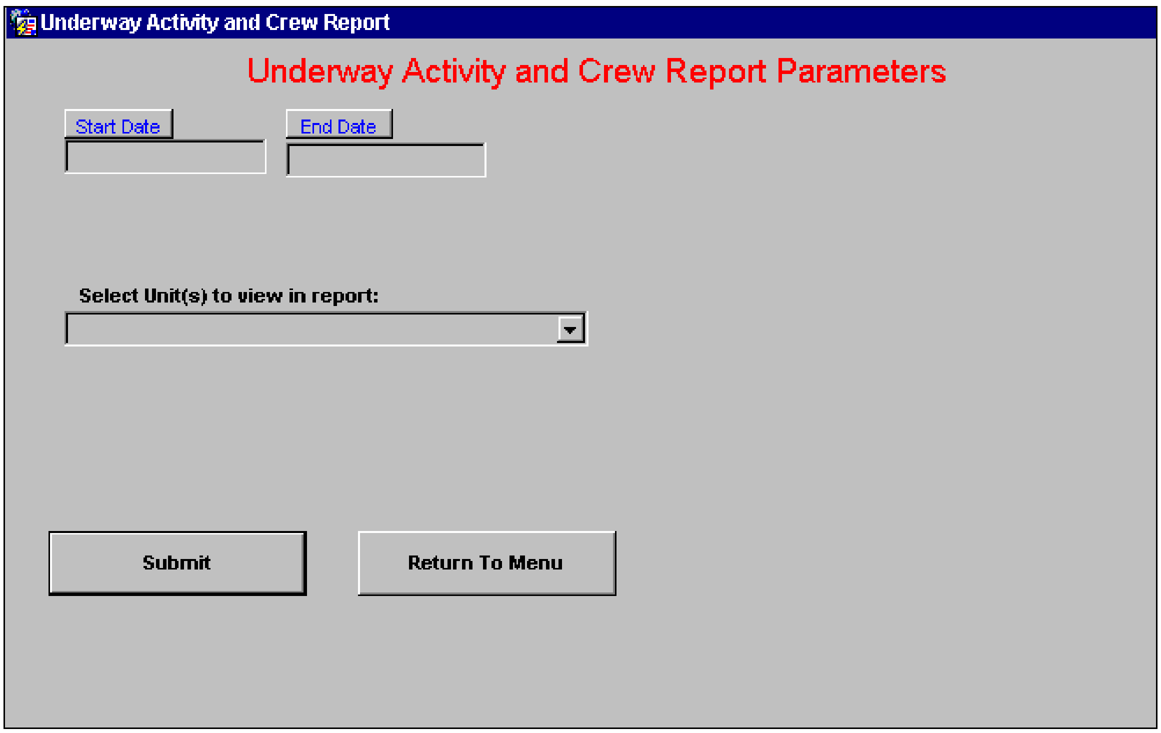


Figure 9-33 Underway Activity and Crew Report Parameters Screen

3. Enter the desired `{Start Date}` and `{End Date}`, select the `{unit}` to be viewed using the list box, and then click **Submit**.

The Underway Activity and Crew screen appears, similar to the following:

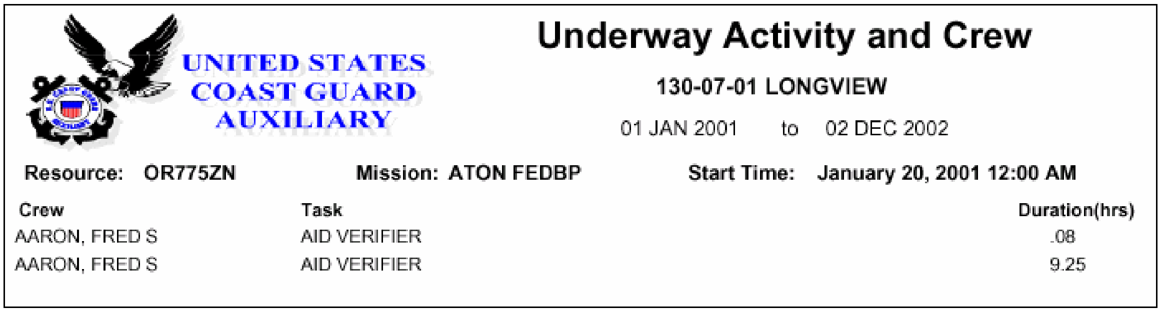


Figure 9-34 Underway Activity and Crew Screen

4. Click the **X** in the upper right-hand corner.

   The window closes and the AUXDATA Reports menu appears.

9.18 Mission Detail

Run a Mission Detail report to retrieve mission details, such as mission category, the name of the individual who performed the mission, the duration of the mission, and so forth, for the selected period and unit(s). To run this report, perform the following steps:

1. From the AUXDATA Report menu, click 

.

   The Mission Detail Report parameters screen appears:

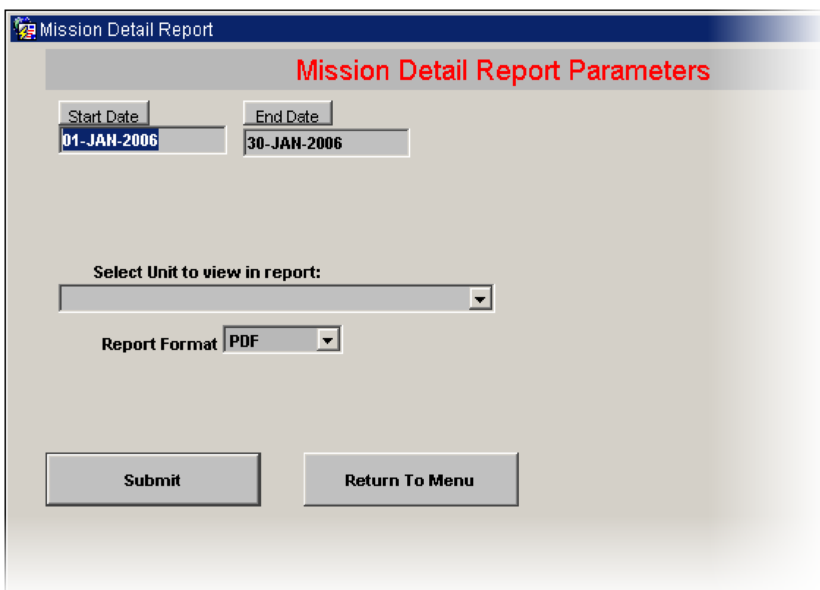


Figure 935 Mission Detail Report Parameters

2. To define a reporting period, enter a `{Start Date}` and `{End Date}`.
3. Select the `{Unit}` to include in the report.
4. Select the desired `{Report Format}` (**CSV** or **PDF**).

5. Click **Submit**.

A Mission Detail report appears, similar to the following:

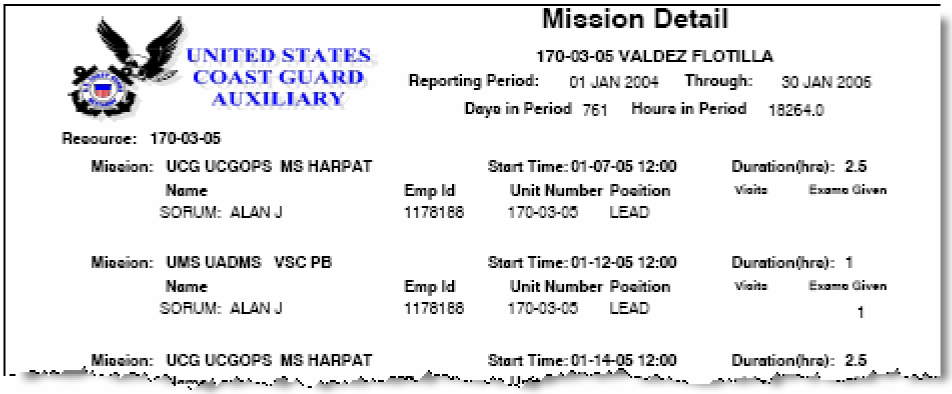


Figure 9-36 Mission Detail Report

9.19 Underway Crew

The **Underway Crew** button allows users to run a report on underway crew from the Start Date to the End Date and Return to the main menu. To run an Underway Crew report, perform the following steps:

1. From the AUXDATA main menu, click the 

button.

The AUXDATA Reports menu appears.

2. Click the Underway Crew button.

The Underway Crew Report Parameters screen appears, similar to the following:

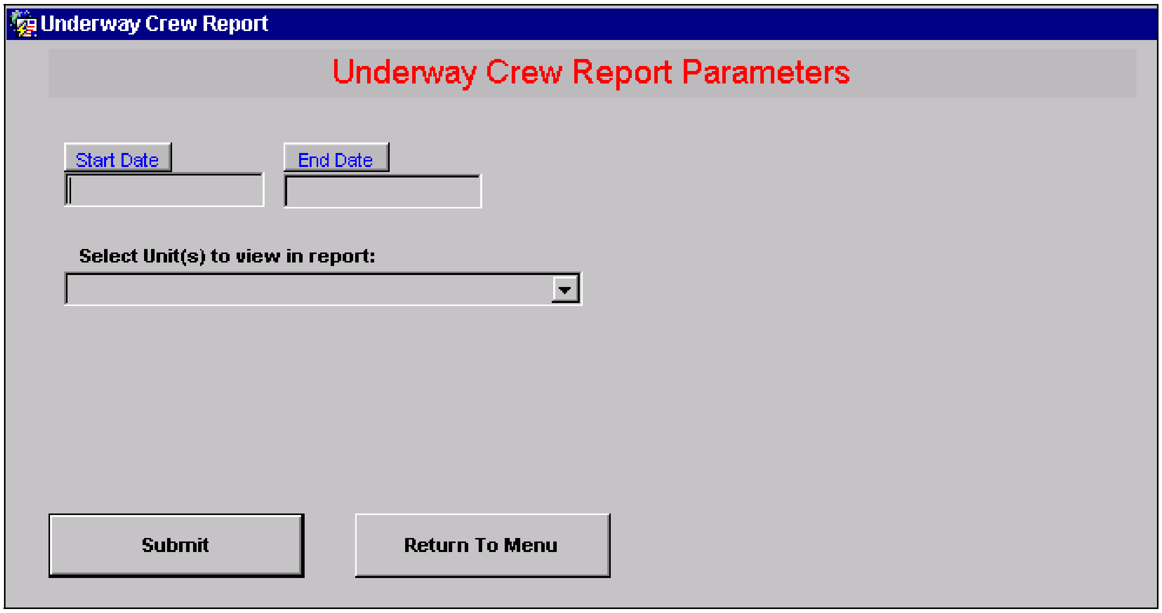
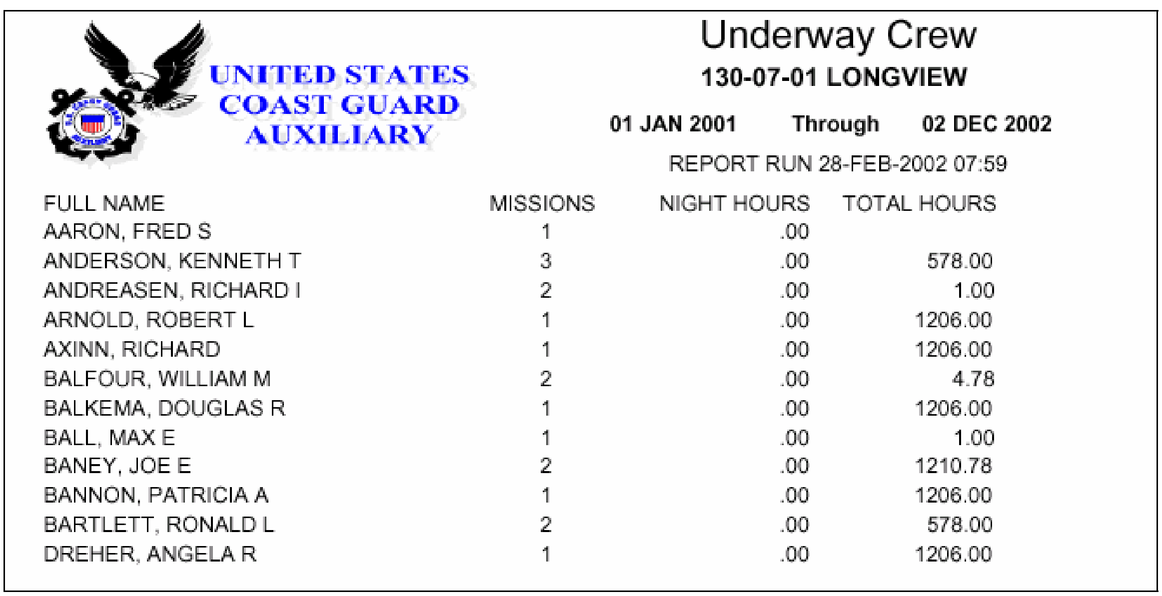


Figure 9-37 Underway Crew Report Parameters Screen

3. Enter the desired `{Start Date}` and `{End Date}`, select the `{unit}` to be viewed using the list box, and then click **Submit**.

The Underway Crew screen appears, similar to the following:



UNITED STATES COAST GUARD AUXILIARY

Underway Crew
130-07-01 LONGVIEW
01 JAN 2001 Through 02 DEC 2002
REPORT RUN 28-FEB-2002 07:59

FULL NAME	MISSIONS	NIGHT HOURS	TOTAL HOURS
AARON, FRED S	1	.00	
ANDERSON, KENNETH T	3	.00	578.00
ANDREASEN, RICHARD I	2	.00	1.00
ARNOLD, ROBERT L	1	.00	1206.00
AXINN, RICHARD	1	.00	1206.00
BALFOUR, WILLIAM M	2	.00	4.78
BALKEMA, DOUGLAS R	1	.00	1206.00
BALL, MAX E	1	.00	1.00
BANEY, JOE E	2	.00	1210.78
BANNON, PATRICIA A	1	.00	1206.00
BARTLETT, RONALD L	2	.00	578.00
DREHER, ANGELA R	1	.00	1206.00

Figure 9-38 Underway Crew Screen

4. Click the **X** in the upper right-hand corner.

   The window closes and the AUXDATA Reports screen appears.

9.20 Address and Flotilla Data

Run an Address and Flotilla Data report to retrieve address, phone, and member status information on members at a flotilla. Users have the option to filter the report to view only active, inactive or all members.

1. From the AUXDATA main menu, click the 

button.

   The AUXDATA Reports menu appears.

2. Click the 

button.

   The Address and Flotilla Data Report Parameters screen appears:

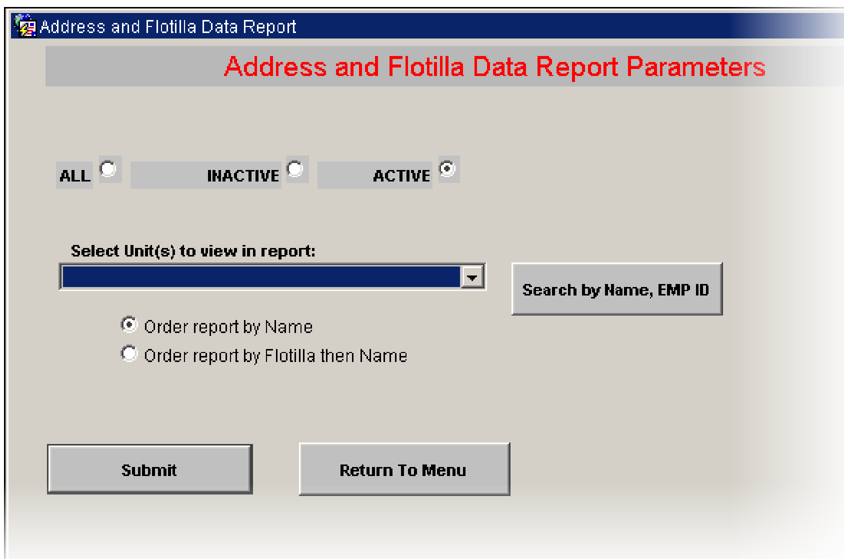


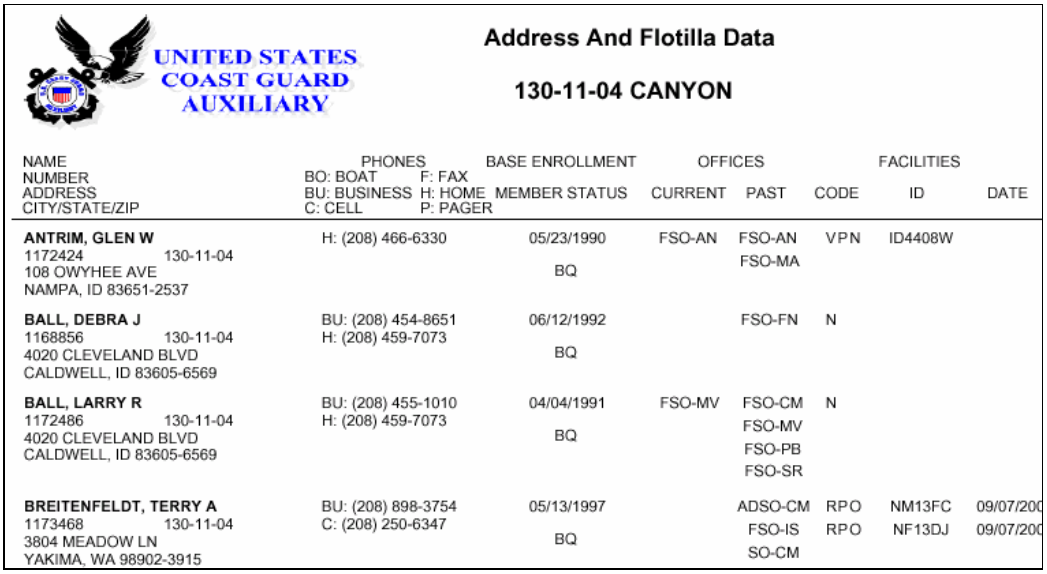
Figure 9-39 Address and Flotilla Data Report Parameters Screen

3. Click only one of the three option buttons to include in the report, **All** members, **Inactive** members, or **Active** members.
4. Select the *{unit}* to be covered by the report from the Select Unit(s) drop-down menu.
5. To search for a particular member, click the 

button, and use the resulting search screen to find the desired name or EMP ID.
6. Click the appropriate radio button to sort the report either by:
   - Name
   - Flotilla, then by name (within flotilla).

7. Click **Submit**.

The Address and Flotilla Data screen appears, similar to the following:



UNITED STATES COAST GUARD AUXILIARY

Address And Flotilla Data

130-11-04 CANYON

NAME / NUMBER / ADDRESS / CITY/STATE/ZIP	PHONES (BO: BOAT, F: FAX, BU: BUSINESS, H: HOME, C: CELL, P: PAGER)	BASE ENROLLMENT / MEMBER STATUS	OFFICES CURRENT	OFFICES PAST	CODE	FACILITIES ID	DATE
ANTRIM, GLEN W 1172424 130-11-04 108 OWYHEE AVE NAMPA, ID 83651-2537	H: (208) 466-6330	05/23/1990 BQ	FSO-AN	FSO-AN FSO-MA	VPN	ID4408W	
BALL, DEBRA J 1168856 130-11-04 4020 CLEVELAND BLVD CALDWELL, ID 83605-6569	BU: (208) 454-8651 H: (208) 459-7073	06/12/1992 BQ		FSO-FN	N		
BALL, LARRY R 1172486 130-11-04 4020 CLEVELAND BLVD CALDWELL, ID 83605-6569	BU: (208) 455-1010 H: (208) 459-7073	04/04/1991 BQ	FSO-MV	FSO-CM FSO-MV FSO-PB FSO-SR	N		
BREITENFELDT, TERRY A 1173468 130-11-04 3804 MEADOW LN YAKIMA, WA 98902-3915	BU: (208) 898-3754 C: (208) 250-6347	05/13/1997 BQ		ADSO-CM FSO-IS SO-CM	RPO RPO	NM13FC NF13DJ	09/07/200 09/07/200

Figure 9-40 Address and Flotilla Data Screen

9.21 Unit Summary

Run this report to retrieve unit summary data, such as member data, missions, training, activities, and so forth. To run this report, perform the following steps:

1. Click the  button.

The Unit Summary Data Report Parameters screen appears:

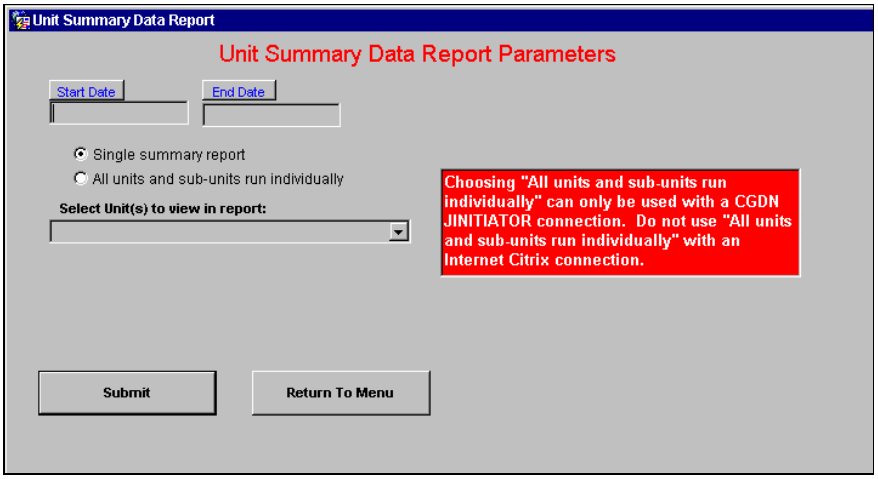


Figure 9-41 Unit Summary Data Report Parameters Screen

2. Enter a `{Start Date}` and `{End Date}` to define the reporting period.

3. Select the desired reporting option, either **Single summary report** or **All units and sub-units run individually**.

NOTE: *Users cannot run the **All units and sub-units run individually** option if connected through CITRIX. This reporting option can only be used with a CGDN JINITIATOR connection.*

4. Select from the drop-down list the `{unit(s)}` to include in the report, and then click **Submit**.

   The Unit Summary Data screen appears, similar to the following:

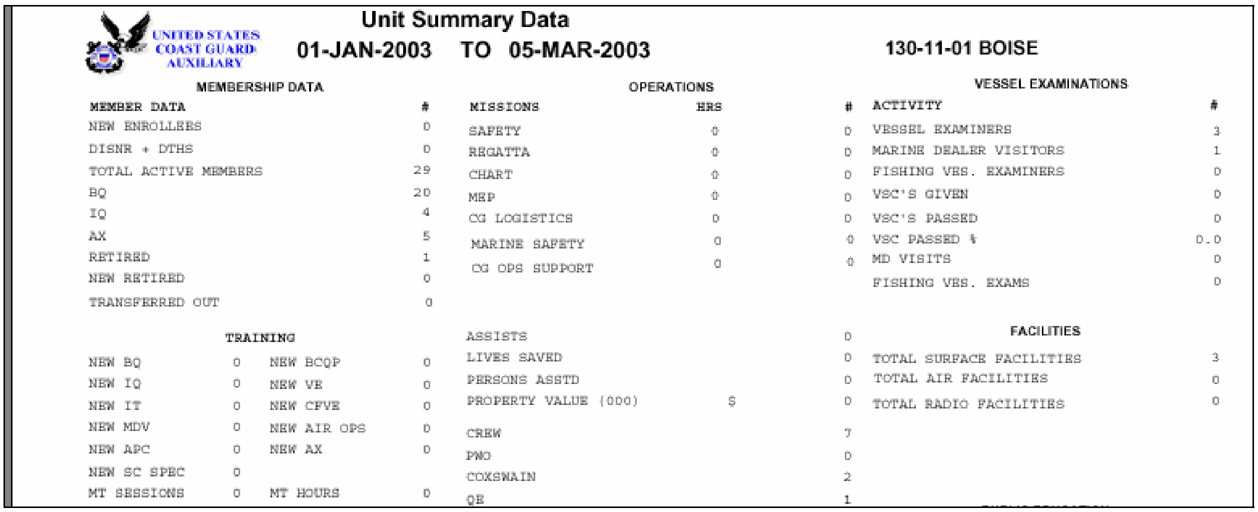


Figure 9-42 Unit Summary Data Screen

9.22 Activity by State

The **Activity by State** button allows users to run a report on log activity summary from the Start Date to the End Date and Return to the main menu. To run an Activity by State report, perform the following steps:

1. From the AUXDATA main menu, click the 

button.

   The AUXDATA Reports menu appears.

2. Click the **Activity By State** button.

The Activity by State Report Parameters screen appears, similar to the following:

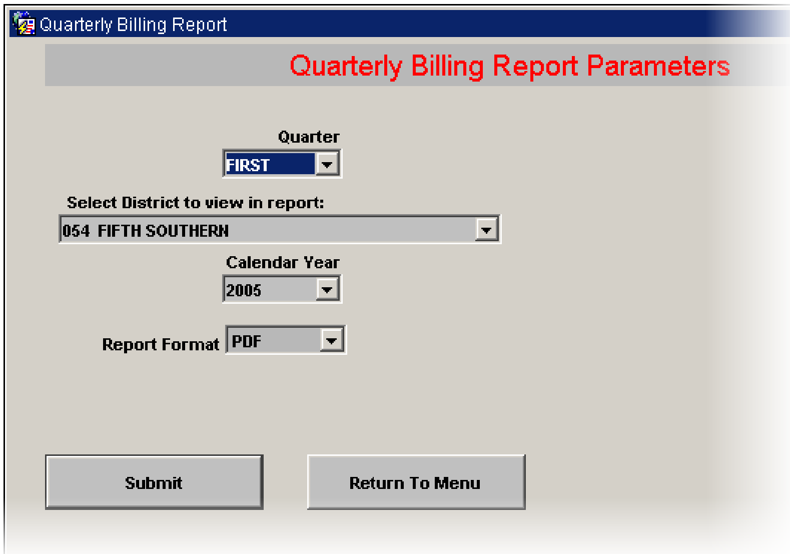
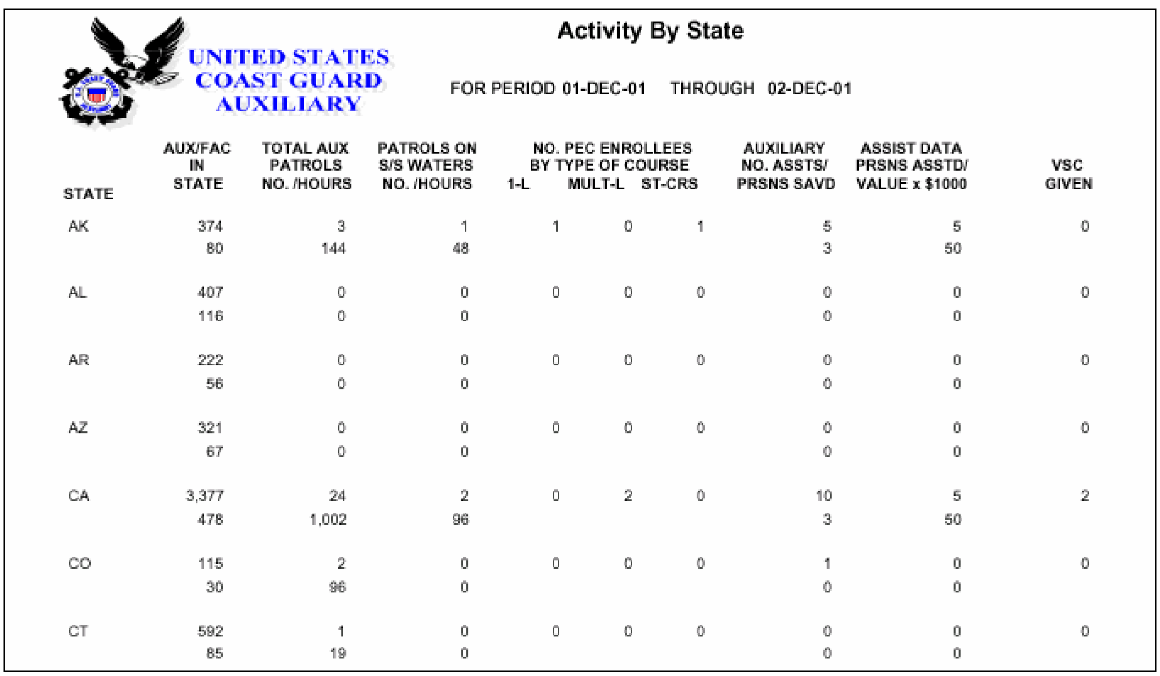


Figure 9-43 Activity By State Report Parameters Screen

3. Enter the desired `{Start Date}` and `{End Date}`, and then click **Submit**.

The Activity by State screen appears, similar to the following:



UNITED STATES COAST GUARD AUXILIARY

Activity By State

FOR PERIOD 01-DEC-01 THROUGH 02-DEC-01

STATE	AUX/FAC IN STATE	TOTAL AUX PATROLS NO. /HOURS	PATROLS ON S/S WATERS NO. /HOURS	NO. PEC ENROLLEES BY TYPE OF COURSE 1-L	MULT-L	ST-CRS	AUXILIARY NO. ASSTS/ PRSNS SAVD	ASSIST DATA PRSNS ASSTD/ VALUE x $1000	VSC GIVEN
AK	374	3	1	1	0	1	5	5	0
	80	144	48				3	50	
AL	407	0	0	0	0	0	0	0	0
	116	0	0				0	0	
AR	222	0	0	0	0	0	0	0	0
	56	0	0				0	0	
AZ	321	0	0	0	0	0	0	0	0
	67	0	0				0	0	
CA	3,377	24	2	0	2	0	10	5	2
	478	1,002	96				3	50	
CO	115	2	0	0	0	0	1	0	0
	30	96	0				0	0	
CT	592	1	0	0	0	0	0	0	0
	85	19	0				0	0	

Figure 9-44 Activity By State Screen

4. Click the **X** in the upper right-hand corner.

   The window closes and the AUXDATA Reports screen appears.

9.23 Annual Billing Report

The Annual Billing report contains the unit number, employment ID, and person's name, including an indication of past district commodores (PDCO), for each member enrolling during the year in the selected district, broken down by flotilla. Only users who have the billing role can run this report. All active status members will be billed.

To run this report, perform the following steps:

1. From the AUXDATA main menu, click the 

button.

   The AUXDATA Reports menu appears.

2. Click the 

report button.

   The Annual Billing Report Parameters screen appears.

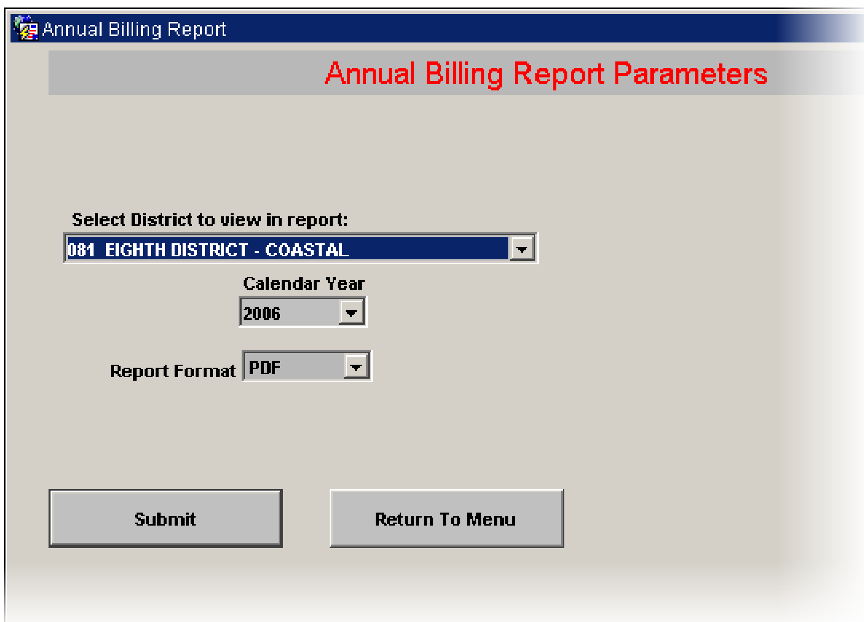
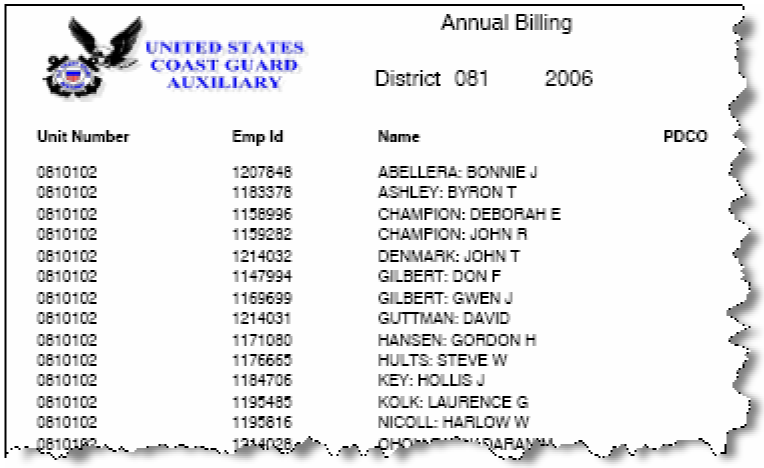


Figure 9-45 Annual Billing Report Parameters

3. From the appropriate list boxes, select the `{District}`, `{Calendar Year}`, and `{Report Format}` (**CSV** or **PDF**) to include in the report.

4. Click **Submit**.

An Annual Billing report appears for the specified district, year, and report format:



UNITED STATES COAST GUARD AUXILIARY

Annual Billing

District 081 2006

Unit Number	Emp Id	Name	PDCO
0810102	1207848	ABELLERA: BONNIE J	
0810102	1183378	ASHLEY: BYRON T	
0810102	1158996	CHAMPION: DEBORAH E	
0810102	1159282	CHAMPION: JOHN R	
0810102	1214032	DENMARK: JOHN T	
0810102	1147994	GILBERT: DON F	
0810102	1169699	GILBERT: GWEN J	
0810102	1214031	GUTTMAN: DAVID	
0810102	1171080	HANSEN: GORDON H	
0810102	1176665	HULTS: STEVE W	
0810102	1184706	KEY: HOLLIS J	
0810102	1195485	KOLK: LAURENCE G	
0810102	1195616	NICOLL: HARLOW W	

Figure 9-46 Annual Billing Report

5. When finished with the report (for example, printing, saving to disk for later use), close the report by clicking the ☒ at the upper right-hand corner of the window.

9.24 Election Eligibility Report

The Election Eligibility Report is designed to check the credentials for persons at a flotilla, division, district, or national unit in order to determine who should be considered for an elected position.

1. From the AUXDATA main menu, click the **Reports** button.

   The AUXDATA Reports menu appears.

2. Click the **Election Eligibility Report** button.

   The Election Eligibility Report parameters screen appears.

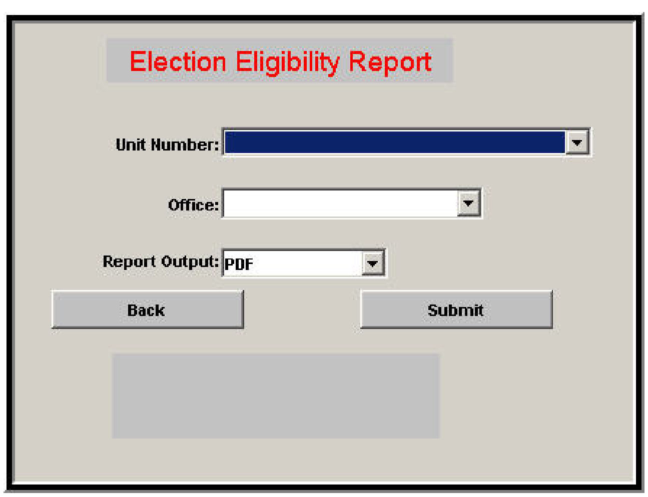


Figure 9-47 Election Eligibility Report Parameters Screen

3. Select the desired `{Unit Number}` from the drop-down menu.

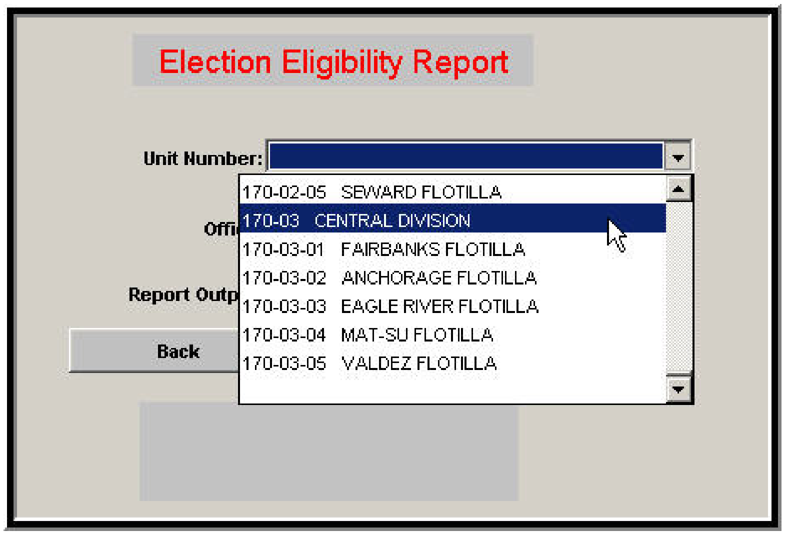


Figure 9-48 Unit Number Selection

4. Select the desired `{Office}` from the drop-down menu.

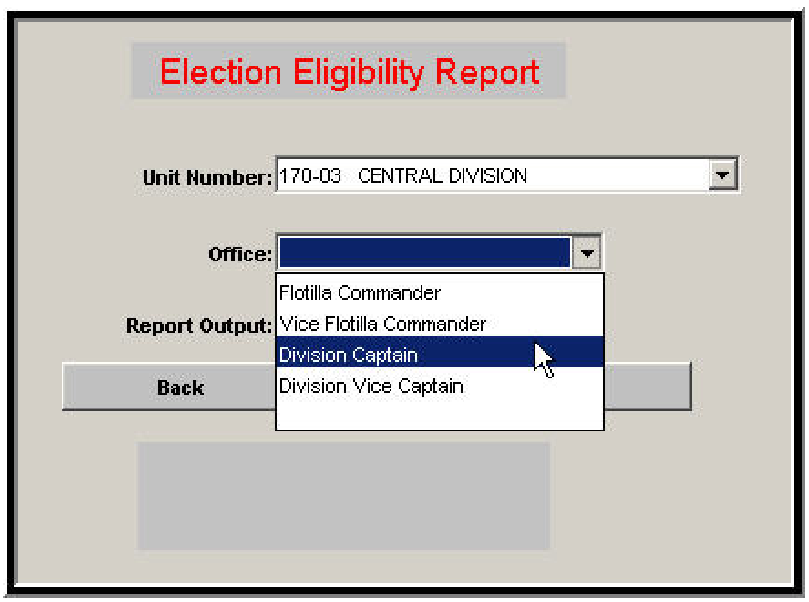


Figure 9-49 Office Selection

5. Select the desired format from the report: **PDF** or **CSV**.

6. Click **Submit**.

   The Election Eligibility Report appears.

UNITED STATES COAST GUARD AUXILIARY

Officer Eligibility Report

170-03 CENTRAL DIVISION Members Eligible to be DCPs.

Name	Unit	Employee Id
TAYLOR, GARY A	170-03-02	1172913
TAYLOR, SHANE A	170-03-02	1177278
TERENCIO, DEAN P	170-03-02	1177222
TERENCIO, NANCI C	170-03-02	1177251
BEGEN, DENNIS J	170-03-04	1166889
RENKE, MONIKA L	170-03-04	1214269

Figure 9-50 Election Eligibility Report

7. Click the close button in the upper right corner of the report window, and then click the **Back** button on the Election Eligibility Report parameters screen.

   The report closes, and the AUXDATA Report menu appears.

9.25 Admin Reports

Several Admin Reports are available to AUXDATA users who have administrative privileges. These reports retrieve and summarize data at the district level and Coast Guard wide, depending on the user's access level. See the sections below for instructions to run the individual Admin reports.

To access the Admin Reports menu, perform the following steps:

1. From the AUXDATA main menu, click Reports.

   The Reports menu appears, displaying the Admin Reports button.

2. From the Reports menu, click 

.

The Admin Reports menu appears.

Figure 9-51 Admin Reports Menu

3. Choose the desired report option.

9.25.1 PE Performance Awards Due Report

This report provides a list of Auxiliary personnel who are due for a PE Performance Award, based on earned credits. To run this report, perform the following steps:

1. From the Admin Report menu, click 

.

The PE Performance Awards Report parameter screen appears.

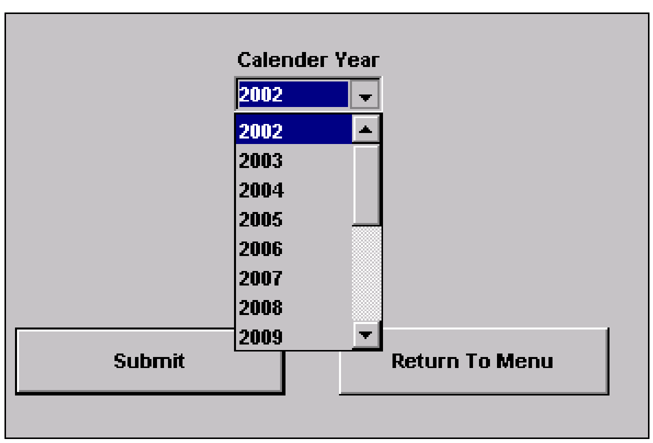
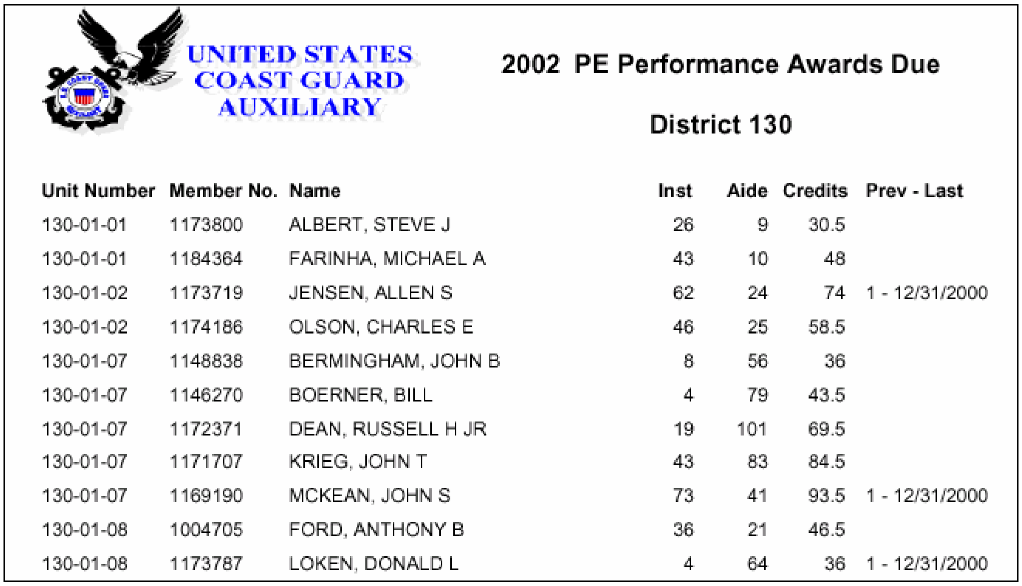


Figure 9-52 PE Performance Awards Report Parameter

2. From the drop-down, select the `{calendar year}` to define the report.

3. Click .

A PE Performance Awards Due report appears for the selected calendar year.



UNITED STATES COAST GUARD AUXILIARY

2002 PE Performance Awards Due

District 130

Unit Number	Member No.	Name	Inst	Aide	Credits	Prev - Last
130-01-01	1173800	ALBERT, STEVE J	26	9	30.5	
130-01-01	1184364	FARINHA, MICHAEL A	43	10	48	
130-01-02	1173719	JENSEN, ALLEN S	62	24	74	1 - 12/31/2000
130-01-02	1174186	OLSON, CHARLES E	46	25	58.5	
130-01-07	1148838	BERMINGHAM, JOHN B	8	56	36	
130-01-07	1146270	BOERNER, BILL	4	79	43.5	
130-01-07	1172371	DEAN, RUSSELL H JR	19	101	69.5	
130-01-07	1171707	KRIEG, JOHN T	43	83	84.5	
130-01-07	1169190	MCKEAN, JOHN S	73	41	93.5	1 - 12/31/2000
130-01-08	1004705	FORD, ANTHONY B	36	21	46.5	
130-01-08	1173787	LOKEN, DONALD L	4	64	36	1 - 12/31/2000

Figure 9-53 PE Performance Awards Report

9.25.2 VE/MDV Performance Awards Report

This report lists Auxiliary personnel eligible for a VE/MDV Performance Award, based on earned credits. To run this report, perform the following steps:

1. From the Admin Report menu, click .

The VE/MDV Performance Awards Report parameter screen appears.

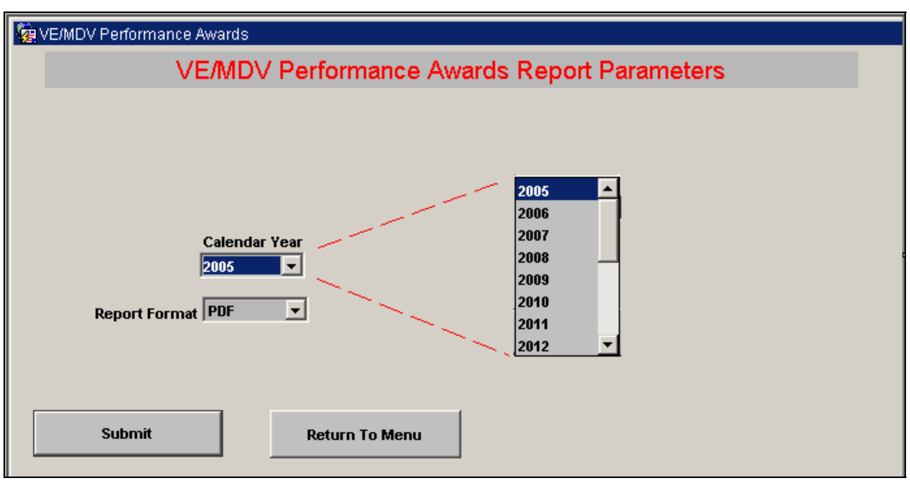


Figure 9-54 VE/MDV Performance Awards Report Parameters

2. Click the button next to the **Calendar Year** field, and then click the desired `{Calendar Year}` from the resulting picklists.

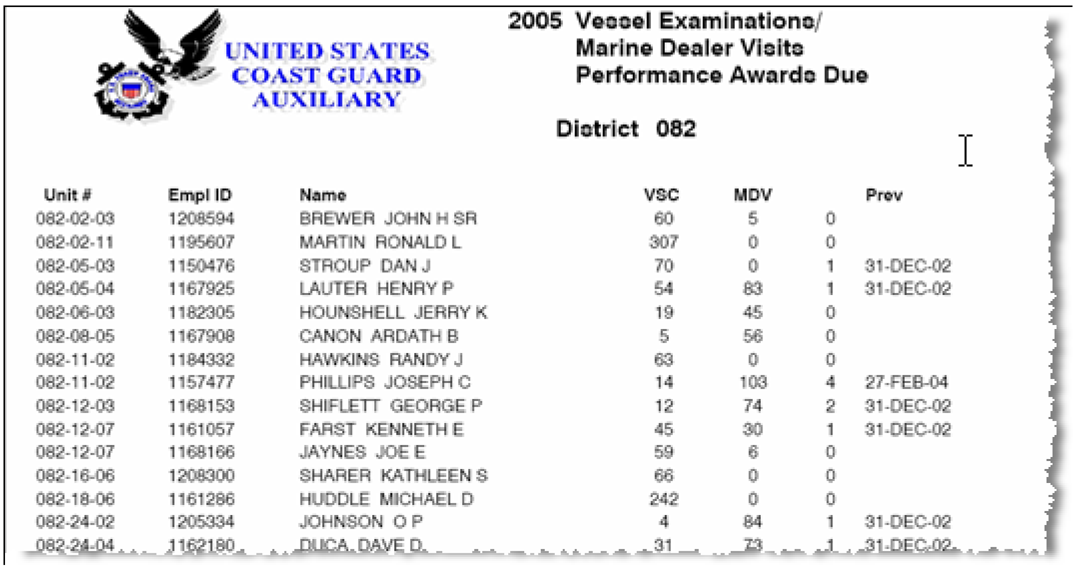
   *The selected `{Calendar Year}` appears in the **Calendar Year** field.*

3. Click the button next to the **Report Format** field, and select the `{Report Format}` from the resulting picklists.

   *The selected `{Report Format}` appears in the **Report Format** field.*

4. Click **Submit**.

   A VE/MDV Performance Awards Due report appears for the selected year, in the selected format.


UNITED STATES COAST GUARD AUXILIARY

2005 Vessel Examinations/
Marine Dealer Visits
Performance Awards Due

District 082

Unit #	Empl ID	Name	VSC	MDV		Prev
082-02-03	1208594	BREWER JOHN H SR	60	5	0	
082-02-11	1195607	MARTIN RONALD L	307	0	0	
082-05-03	1150476	STROUP DAN J	70	0	1	31-DEC-02
082-05-04	1167925	LAUTER HENRY P	54	83	1	31-DEC-02
082-06-03	1182305	HOUNSHELL JERRY K	19	45	0	
082-08-05	1167908	CANON ARDATH B	5	56	0	
082-11-02	1184332	HAWKINS RANDY J	63	0	0	
082-11-02	1157477	PHILLIPS JOSEPH C	14	103	4	27-FEB-04
082-12-03	1168153	SHIFLETT GEORGE P	12	74	2	31-DEC-02
082-12-07	1161057	FARST KENNETH E	45	30	1	31-DEC-02
082-12-07	1168166	JAYNES JOE E	59	6	0	
082-16-06	1208300	SHARER KATHLEEN S	66	0	0	
082-18-06	1161286	HUDDLE MICHAEL D	242	0	0	
082-24-02	1205334	JOHNSON O P	4	84	1	31-DEC-02
082-24-04	1162180	DUCA DAVE D	31	73	1	31-DEC-02

Figure 9-55 VE/MDV Performance Awards Report

9.25.3 Operations Performance Awards Report

This report lists members eligible for the Operations and Performance Award and displays, for each member, cumulative hours in operations supporting the award. To run this report, perform the following steps:

1. From the Admin Reports menu, click Operations Performance Awards.

   The Operations Performance Awards Report Parameters screen appears:

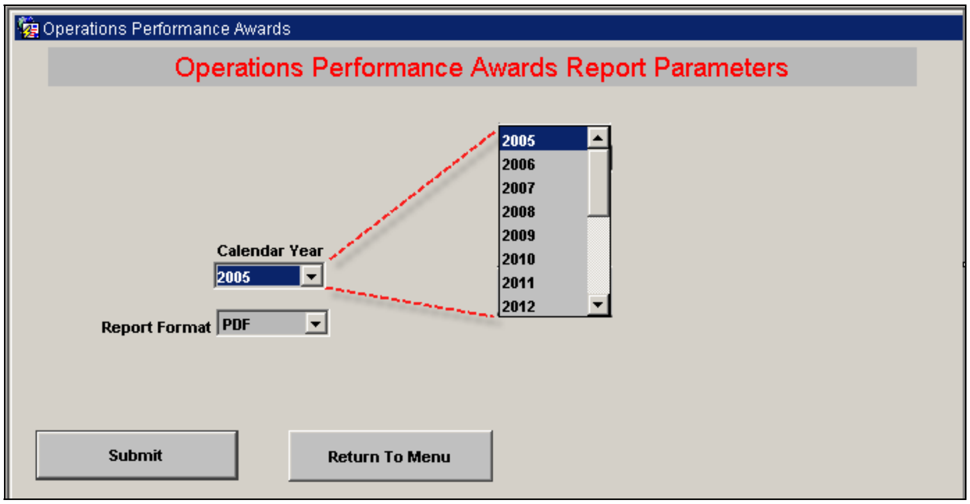


Figure 9-56 Operations Performance Awards Report Parameters

2. Click the box, and then click the desired `{Calendar Year}` from the resulting picklist.

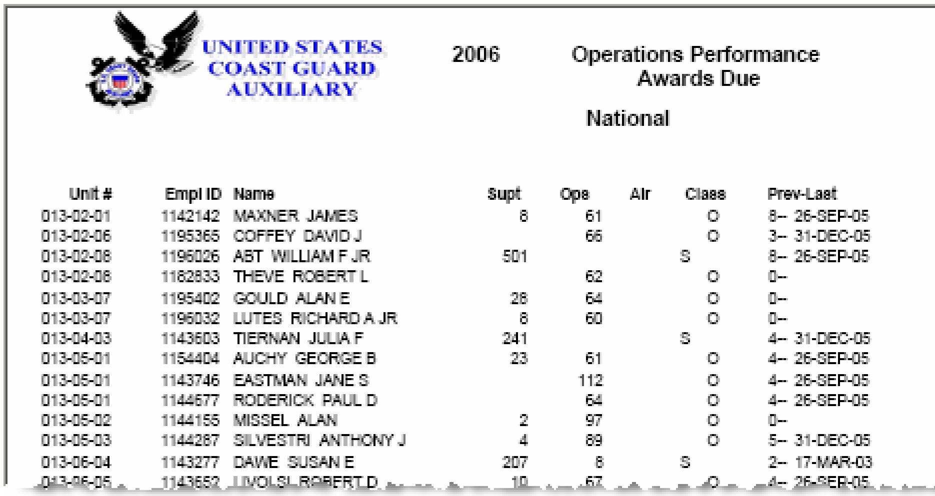
   *The selected `{Calendar Year}` appears in the **Calendar Year** field.*

3. Click the **Report Format** button, and then click the desired `{Report Format}` from the resulting picklist.

   *The selected `{Report Format}` appears in the **Report Format** field.*

4. Click **Submit**.

An Operations Performance Awards Due report appears for the selected year, similar to the figure below.



UNITED STATES COAST GUARD AUXILIARY

2006 Operations Performance Awards Due

National

Unit #	Empl ID	Name	Supt	Ops	Air	Class	Prev-Last
013-02-01	1142142	MAXNER JAMES	8	61		O	8-- 26-SEP-05
013-02-06	1195365	COFFEY DAVID J		66		O	3-- 31-DEC-05
013-02-08	1196026	ABT WILLIAM F JR	501			S	8-- 26-SEP-05
013-02-08	1162833	THEVE ROBERT L		62		O	0--
013-03-07	1195402	GOULD ALAN E	28	64		O	0--
013-03-07	1196032	LUTES RICHARD A JR	8	60		O	0--
013-04-03	1143603	TIERNAN JULIA F	241			S	4-- 31-DEC-05
013-05-01	1154404	AUCHY GEORGE B	23	61		O	4-- 26-SEP-05
013-05-01	1143746	EASTMAN JANE S		112		O	4-- 26-SEP-05
013-05-01	1144677	RODERICK PAUL D		64		O	4-- 26-SEP-05
013-05-02	1144155	MISSEL ALAN	2	97		O	0--
013-05-03	1144287	SILVESTRI ANTHONY J	4	89		O	5-- 31-DEC-05
013-06-04	1143277	DAWE SUSAN E	207	8		S	2-- 17-MAR-03
013-06-05	1143652	LIVOLSI ROBERT D	10	67		O	4-- 26-SEP-05

Figure 9-57 Operations Performance Awards Due Report

9.25.4 Sustained Auxiliary Service Award

This report provides Auxiliary members' total service hours for the issuance of a Sustained Auxiliary Service Award. To run this report, perform the following steps:

1. From the Admin Reports menu, click **Sustained Service Awards**.

The Sustained Auxiliary Service Award report parameters screen appears:

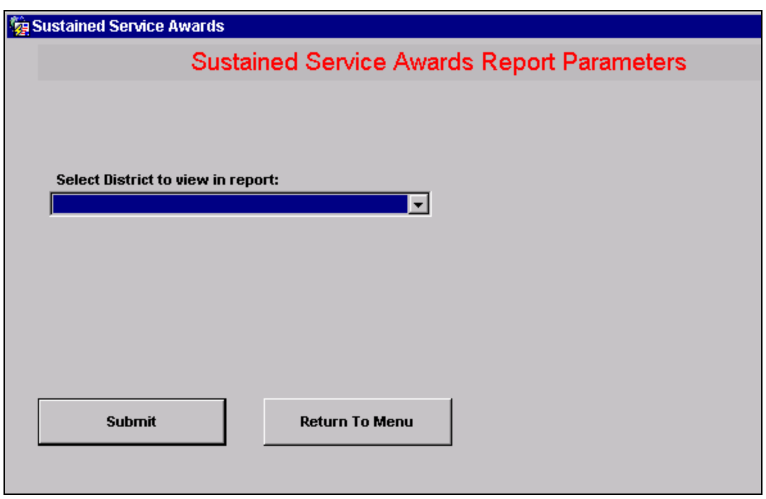


Figure 9-58 SSA Report Parameters

2. From the drop-down, select the `{district}` on which the report is being made.

3. Click **Submit**.

A Sustained Auxiliary Service Award Report appears, similar to the following:

UNITED STATES COAST GUARD AUXILIARY

Sustained Auxiliary Service Award Status

District 114

Unit Number	Member No.	Name	TotHrs	AwdHrs	Prev - Last
1140204	1172133	MILLER, RICHARD B	4488	1488	4 - 01/07/2000
1140204	1163670	SUTIS, DAMASO H	6249	999	7 - 11/16/2001
1140210	1174738	MONROE, MARK N	2413	913	2 - 09/30/2002
1140303	1156150	VATZ, ROBERT H	2314	814	2 - 11/26/2000
1140304	1152689	RICHARDSON, JOHN F	5370	870	6 - 09/30/2002
1140305	1174692	ANTHONY, LEE	2342	842	2 - 06/01/2000
1140308	1169905	RICHTER, CHARLES N	3166	916	3 - 09/30/2002
1140310	1175108	BROMBEREK, JOHN E	2262	762	2 - 01/07/2000
1140405	1153922	MCDONOUGH, JOSEPH J	3033	783	3 - 11/26/2000
1140503	1175206	DELUCIA, JOHN R	1552	802	1 - 01/07/2000
1140506	1177568	FLYNN, DONALD J	1602	852	1 - 09/30/2002
1140506	1176945	SCHLOSSER, DONALD C	1597	847	1 - 11/16/2001
1140703	1147129	ROM, JOSEPH W	7767	1017	9 - 09/30/2002
1140902	1174277	KAUFMAN, HARRY E	1532	782	1 - 11/26/2000
1140904	1176175	HAUSER, CHARLES E	1501	751	1 - 06/01/2000
1140906	1172562	FRIZZELL, RICHARD D	2876	1376	2 - 11/26/2000

Figure 9-59 SSA Report

9.25.5 RBS Device Award Report

A Recreational Boating Safety (RBS) Device Award Report is a report that provides a list of Auxiliary personnel who are due for an RBS Device Award, based on 120 credits earned for 2 consecutive years.

1. To access the RBS device awards, click the RBS Device Awards button.
2. Select the most current *{date}* available that can run the report.

Figure 9-60 Date Selection

3. Select a report format.

4. Click **Submit**.

The report will show all personnel listed and their earned credits for the current year, similar to the following:

UNITED STATES COAST GUARD AUXILIARY

2007 RBS Device Awards Due

District 054

Unit #	Empl ID	Name	2006 Credits	2007 Credits	Award Date
054-01-02	1180259	JOHNSON BRUCE C	190	157	
054-01-03	1157193	SCAVONE MICHAEL B	283	154	
054-03-03	1157788	BERNHARDT CHARLES F	1003	239	
054-05-07	1141892	FRENCH JUSTIN B	138	146	15-JUL-07
054-05-07	1149524	FRENCH LYNN B	467	157	
054-08-07	1154812	AITKEN DAVID K JR	266	181	
054-09-03	1169173	BIONDO ANTHONY JR	623	269	
054-10-06	1168971	SHAW PETER F	1101	137	
054-17-06	1156260	JASPER DONALD J	576	558	
054-18-01	1214495	STEWART JEFFREY V JR	196	147	
054-20-02	1151091	LEIBERT ROBERT E	443	160	
054-20-03	1153418	HAHN PETER A	308	147	
054-20-06	1158790	JENKINS ELIZABETH R	149	128	
054-20-06	1150192	WEICHEL ANTHONY A	336	263	

Figure 9-61 List of Awards Due

9.26 Annual Member Letter

This report is generated in the form of a system-generated letter to be provided annually to members of the selected unit. It provides AUXDATA information concerning the member, including contact information, qualifications, awards, and mission/activity hours. It may be generated for an individual member or, in 20-member groupings, for a selected unit. To run this report, perform the following steps:

1. From the main AUXDATA Reports menu, click the Annual Member Letter button.

NOTE: *This button is visible only to users logged on at the Division or Flotilla levels.*

The Annual Member Report parameter screen appears, similar to the following figure.

NOTE: *The **Member Grouping** field does not appear on the parameter screen unless a unit number is selected (to run the report for a unit).*

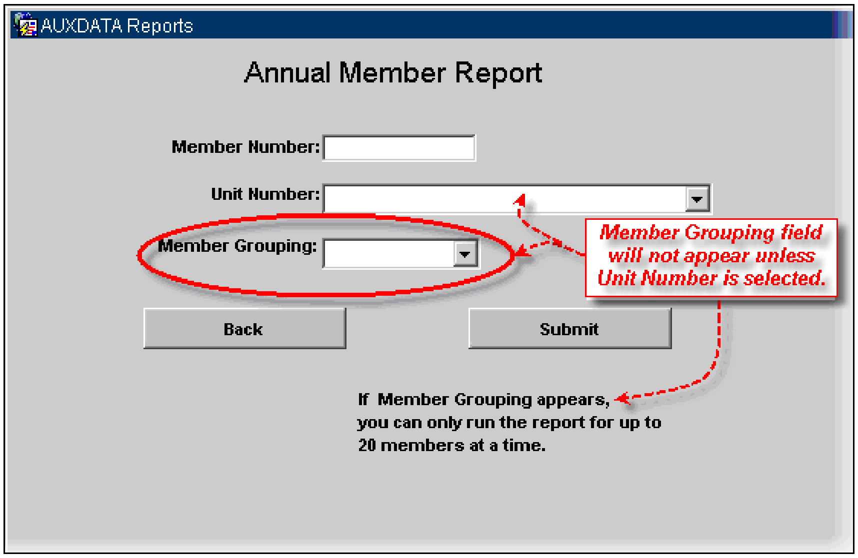


Figure 9-62 Annual Member Report Parameter Screen

2. If the report is for one member, enter the `{member number}` in the **Member Number** field.
3. If the report will cover an entire unit, click the arrow in the **Unit Number** field, and select the `{unit number}` from the resulting LOV.

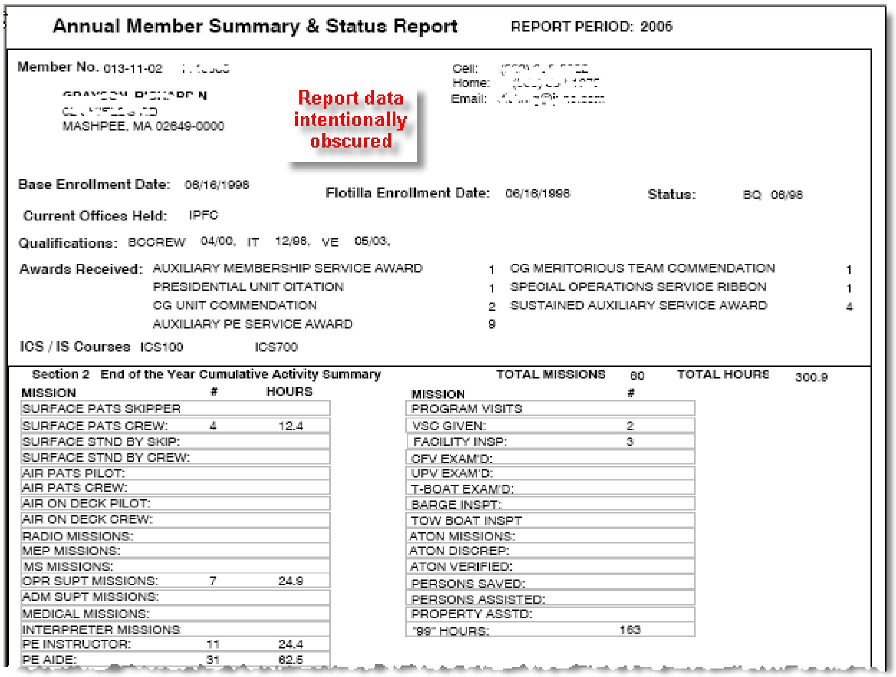
   *If a `{unit number}` is selected, a **Member Grouping** field will appear (as highlighted in blue in **Figure 9-62**).*

4. If the **Member Grouping** field is visible, click the arrow, and select the desired 20-member grouping from resulting picklist.

NOTE: *To run the report for additional 20-member groupings, repeat Steps 4 and 5 until all desired reports (letters) are generated. The 20-member limitation is necessary to prevent an overload of system resources.*

5. Click the  button to generate the report.

The report appears in PDF format, similar to the following figure. A report (letter) is generated for the indicated member or for all members in the selected 20-person grouping.



Annual Member Summary & Status Report REPORT PERIOD: 2006

Member No. 013-11-02

MASHPEE, MA 02649-0000

Cell:
Home:
Email:

Base Enrollment Date: 08/16/1998

Flotilla Enrollment Date: 06/16/1998 Status: BQ 08/98

Current Offices Held: IPFC

Qualifications: BCCREW 04/00, IT 12/98, VE 05/03,

Awards Received:			
AUXILIARY MEMBERSHIP SERVICE AWARD	1	CG MERITORIOUS TEAM COMMENDATION	1
PRESIDENTIAL UNIT CITATION	1	SPECIAL OPERATIONS SERVICE RIBBON	1
CG UNIT COMMENDATION	2	SUSTAINED AUXILIARY SERVICE AWARD	4
AUXILIARY PE SERVICE AWARD	9		

ICS / IS Courses ICS100 ICS700

Section 2 End of the Year Cumulative Activity Summary TOTAL MISSIONS 80 TOTAL HOURS 300.9

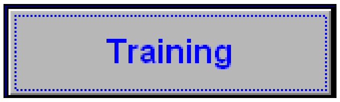
MISSION	#	HOURS	MISSION	#
SURFACE PATS SKIPPER			PROGRAM VISITS	
SURFACE PATS CREW:	4	12.4	VSC GIVEN:	2
SURFACE STND BY SKIP:			FACILITY INSP:	3
SURFACE STND BY CREW:			CFV EXAM'D:	
AIR PATS PILOT:			UPV EXAM'D:	
AIR PATS CREW:			T-BOAT EXAM'D:	
AIR ON DECK PILOT:			BARGE INSPT:	
AIR ON DECK CREW:			TOW BOAT INSPT	
RADIO MISSIONS:			ATON MISSIONS:	
MEP MISSIONS:			ATON DISCREP:	
MS MISSIONS:			ATON VERIFIED:	
OPR SUPT MISSIONS:	7	24.9	PERSONS SAVED:	
ADM SUPT MISSIONS:			PERSONS ASSISTED:	
MEDICAL MISSIONS:			PROPERTY ASSTD:	
INTERPRETER MISSIONS			"99" HOURS:	163
PE INSTRUCTOR:	11	24.4		
PE AIDE:	31	82.5		

Figure 9-63 Annual Member Letter Report

10. TRAINING

The **Training** button allows users to insert, update, and delete tasks and competencies, insert and update assignments, capture tasks, view references, and insert, update, and delete certifications using the TMT screen. The following sections elaborate on the specific buttons the TMT allows. To access TMT, perform the following steps:

10.1 Accessing TMT

1. Click the 

button from the AUXDATA main menu.

The Training Management Tool main menu appears, similar to the following:

Figure 10-1 Training Management Tool Main Menu

10.2 Assignments

The **Assignments** button allows users to assign competencies to units, tasks to competencies, and competencies to people.

10.2.1 Assign Competencies to Units

To assign competencies to units, perform the following steps:

1. From the TMT main menu, click the **Assignments** button.
2. Click the 

button.

    The Unit Selection screen appears, similar to the following:

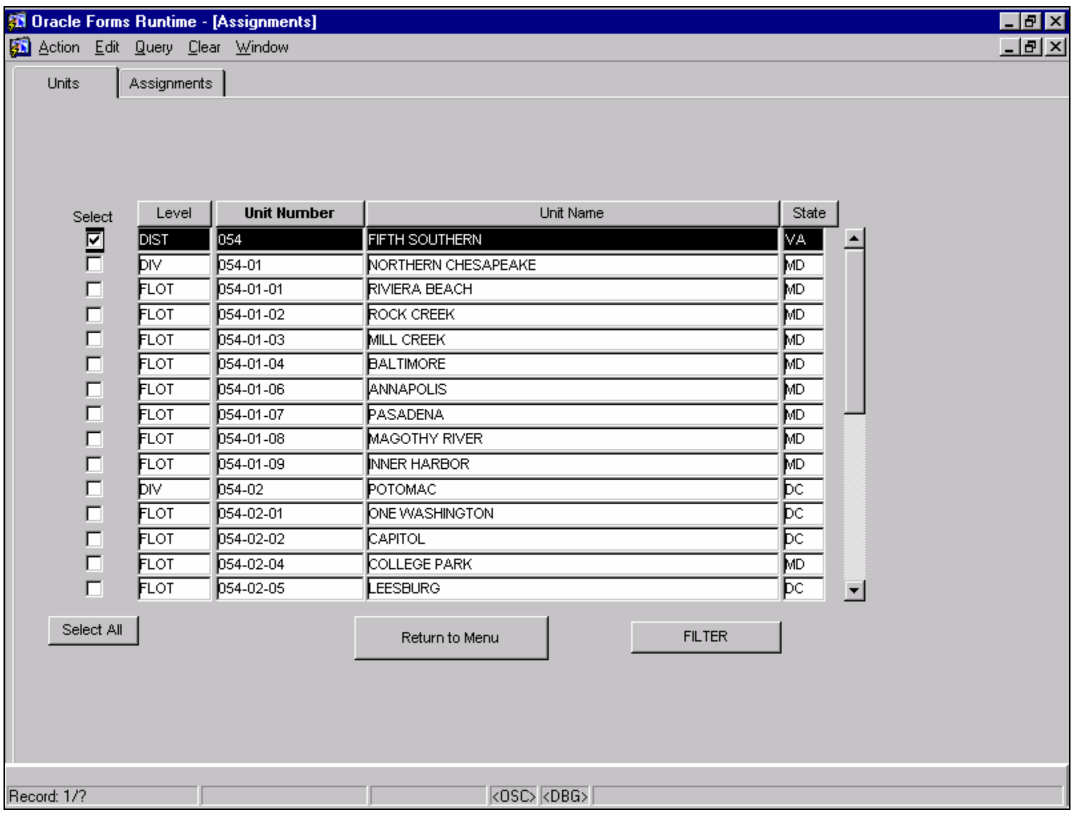


Figure 10-2 Unit Selection Screen

3. Select the check boxes for the unit(s) being assigned competencies.

    The Units are checked.

4. Click the **Assignments** tab.

   The Assignments screen appears, similar to the following:

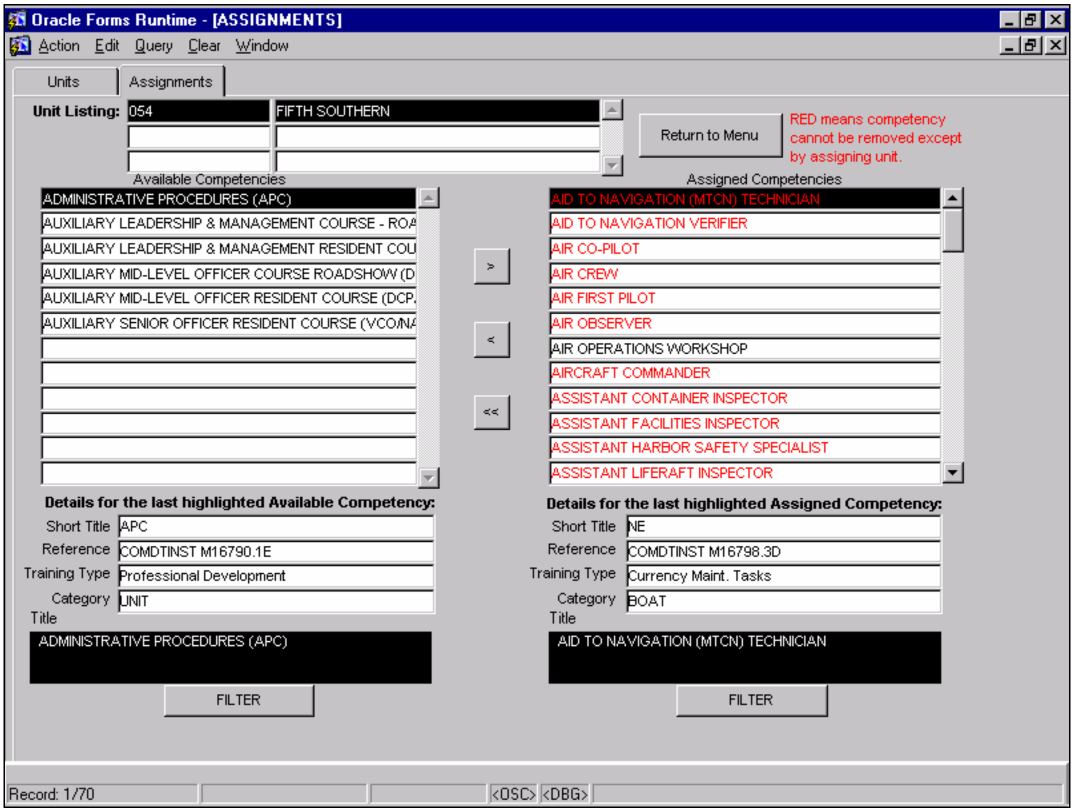
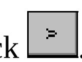


Figure 10-3 Assignments Screen

5. Select the desired `{competency}` under **Available Competencies**, and then click .

   The selected competencies are moved from the Available Competencies to Assigned Competencies.

10.2.2 Assign Tasks to Competencies

To assign tasks to competencies, perform the following steps:

1. From the TMT main menu, click the **Assignments** button.
2. Click the ASSIGN TASKS TO COMPETENCIES button.

   The Competencies Selection screen appears, similar to the following:

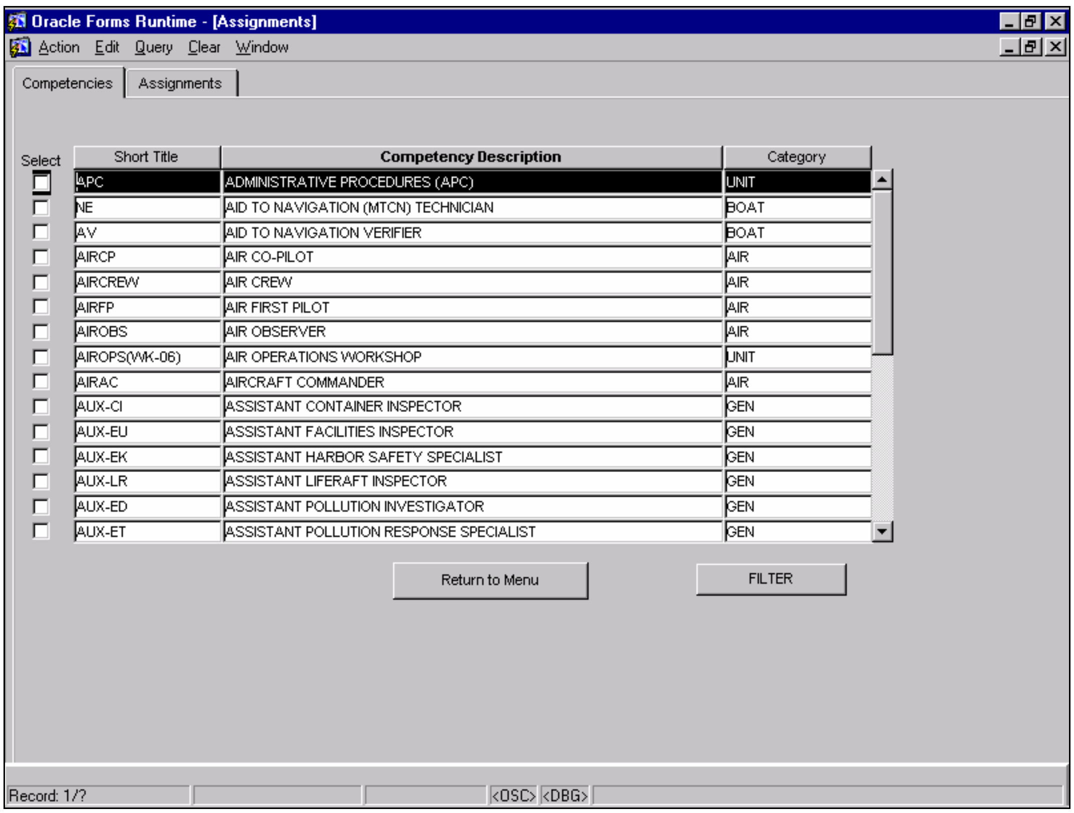


Figure 10-4 Competencies Selection Screen

3. Select the check boxes for the `{competencies}` being assigned tasks.

   The competencies are checked.

4. Click the **Assignments** tab.

   The Assignments Selection screen appears, similar to the following:

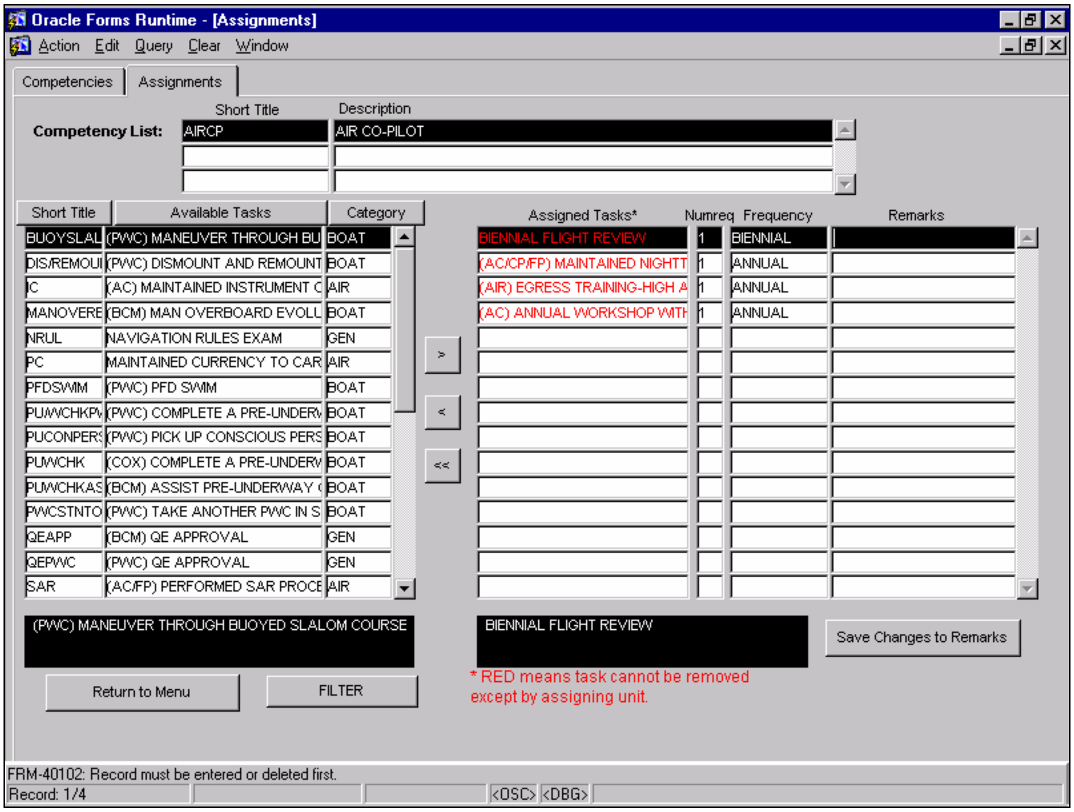
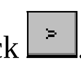


Figure 10-5 Assignments Selection Screen

5. Click the Available Tasks being assigned, and then click 

.

   The selected tasks are moved from the Available Tasks to the Assigned Tasks.

10.2.3 Assign Competencies to People

To assign competencies to people, perform the following steps:

1. From the TMT main menu, click the **Assignments** button.
2. Click the 

button.

The Members Selection screen appears, similar to the following:

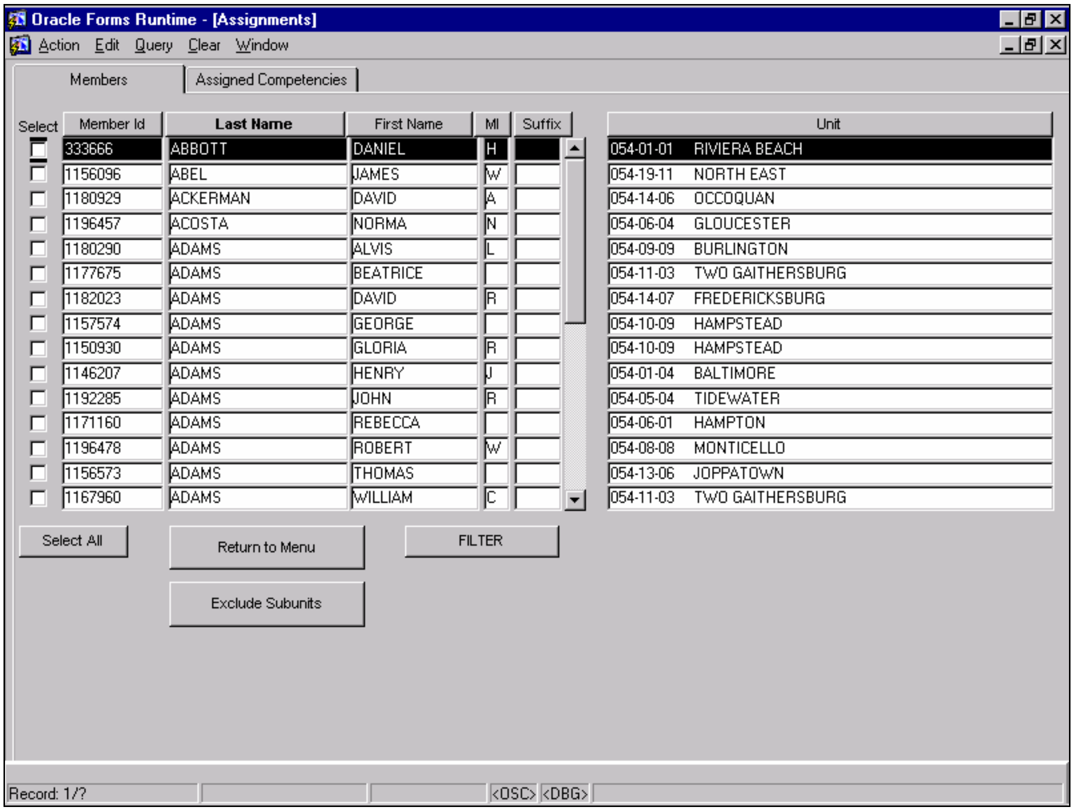


Figure 10-6 Members Selection Screen

3. Select the check boxes for the *{members}* being assigned competencies. If needed, use the **Filter** button to shorten the list of members displayed.

   The members are checked.

4. Click the **Assigned Competencies** tab.

   The Assigned Competencies screen appears, similar to the following:

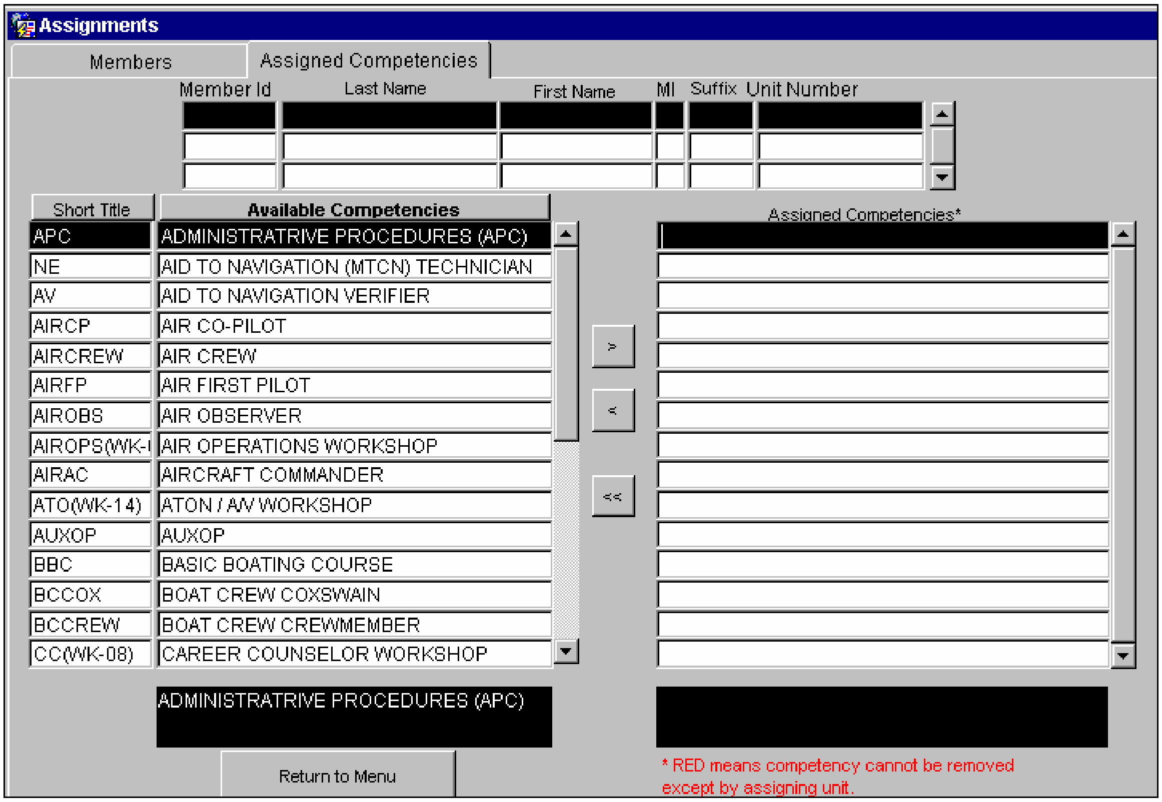


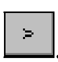
Figure 10-7 Assigned Competencies Screen

5. Select the desired `{member(s)}`.

   The `{member}` selected is highlighted.

6. Under **Available Competencies**, select the `{competencies}` to assign.

   The Available Competencies are highlighted.

7. Click .

   *The selected competencies are moved from the **Available Competencies** to the **Assigned Competencies**, and are assigned to the selected members.*

10.3 Certifications

The **Certifications** button allows users to view individual certifications for crewmembers of a unit and its subordinate units. To view certifications, perform the following steps:

1. From the TMT main menu, click the **Assignments** button.
2. Click the 

button.

   The Members Selection screen appears, similar to the following:

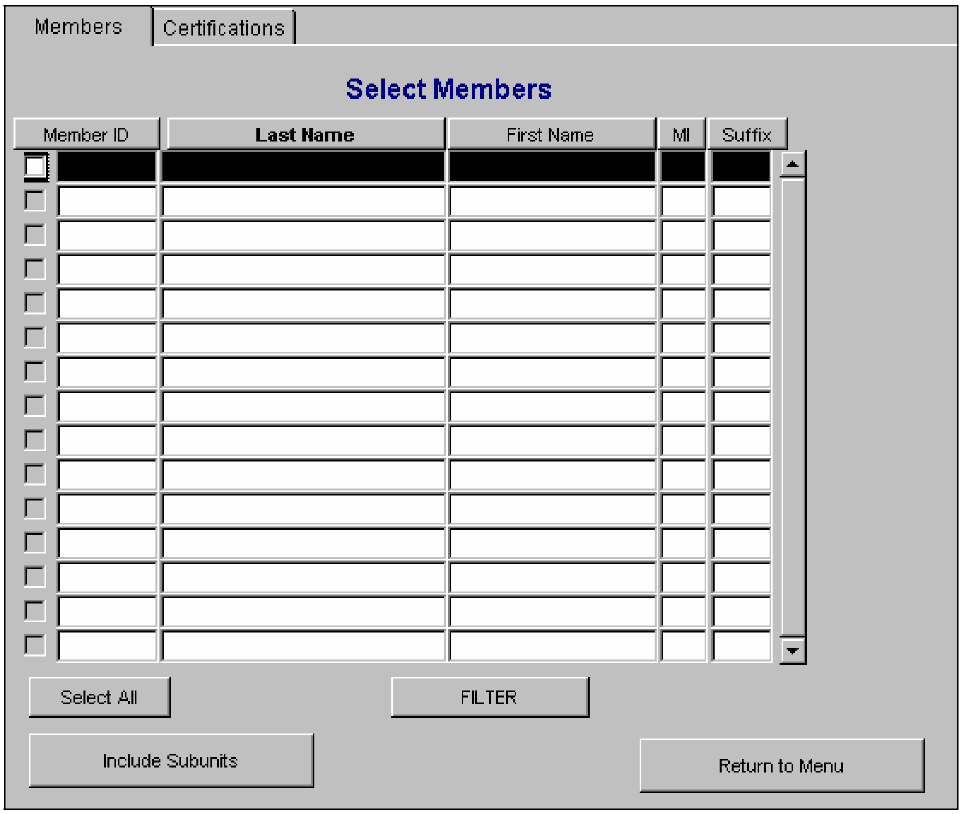


Figure 10-8 Members Selection Screen

3. Select the check boxes for the `{members}` whose certification is being viewed. If needed, use the **Filter** feature to shorten the list of crewmembers displayed.

   The `{member}` selected is highlighted.

4. Click the **Certifications** tab.

   The Certifications screen appears, similar to the following:

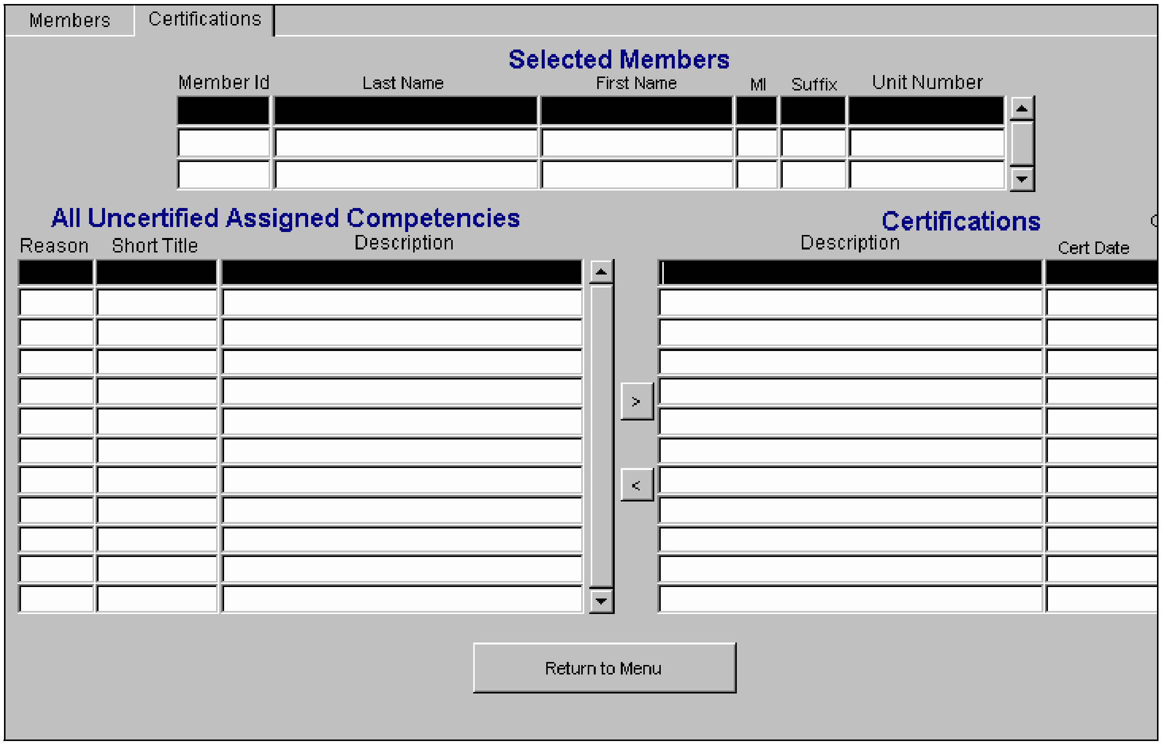


Figure 10-9 Certifications Screen

5. Select the desired `{member}`.

   The `{member}` selected is highlighted.

6. Click the desired Uncertified Assigned Competencies.

   The selected Uncertified Assigned Competencies are highlighted.

7. Click [>].

   *The selected `{competencies}` are moved from **All Uncertified Assigned Competencies** to **Certifications**.*

8. Click the **Calendar** button ([X]), select the `{date}`, and then click **OK**.

   The Certification Date is entered and saved.

10.4 Reference Tables

The **Reference Tables** button allows users to insert and delete the following: training type, category, certification, frequency, reference manuals, notes, and task notes for reference. This section provides instructions for performing these tasks. Only users with the HQ role will have access to this screen. To access the Reference Tables feature, perform the following step:

1. From the TMT main menu, click the 

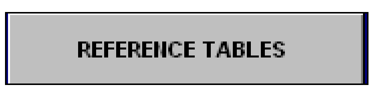
button.

The Reference Tables screen appears, similar to the following:

Figure 10-10 Reference Tables Screen

10.4.1 Training Type

To insert and delete training type descriptions, perform the following steps:

1. From the TMT main menu, click the 

button.
2. To insert a new `{training type}`, select the next blank text box on the Training Type screen, enter the information for the new training type description, and then click **Save**.

   The new training type is entered and saved.

3. To delete a `{training type}`, select the Training Type description to be deleted, and then click **Delete**.

The Training Type description is deleted.

10.4.2 Category

To insert and delete categories, perform the following steps:

1. From the TMT main menu, click the 

button.
2. Click the **Category** tab.

The Category screen appears, similar to the following:

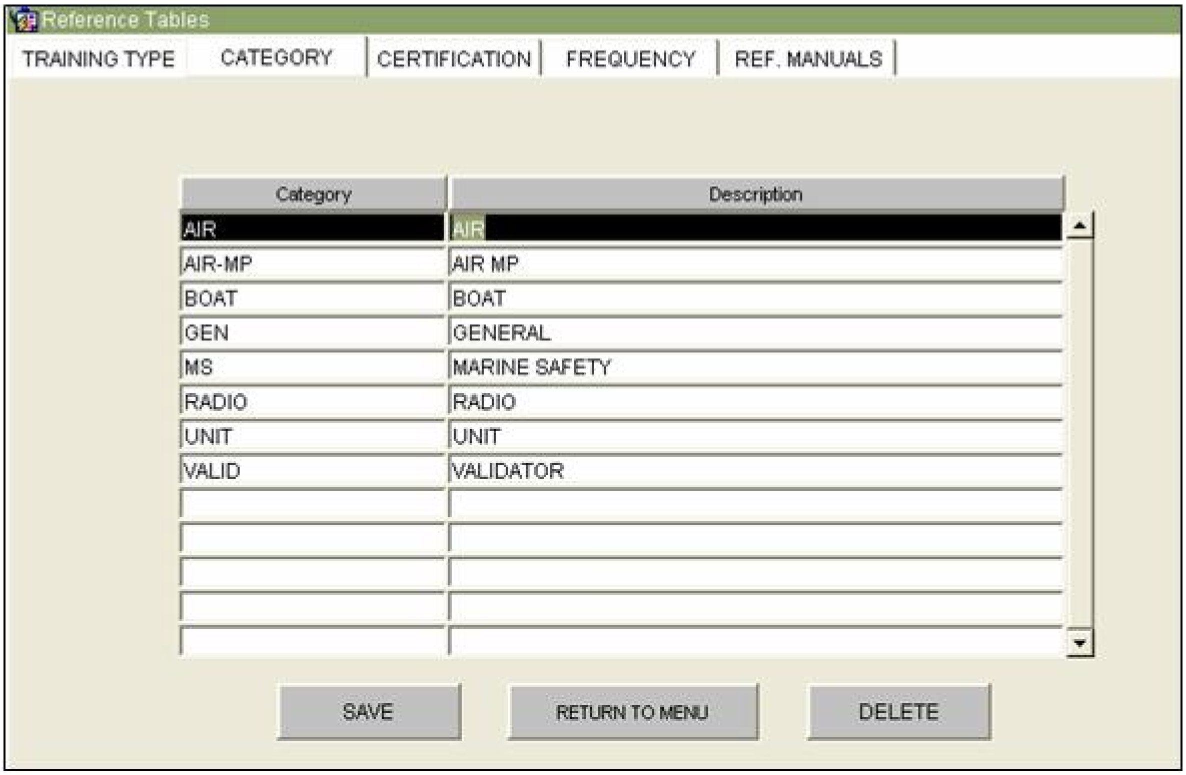


Figure 10-11 Category Screen

NOTE**: To delete a category, skip to **Step 4.

3. To insert a *{new category}*, select the next blank text box on the Category screen, enter the information for the new category and description, and then click **Save**.

The new Category is entered and saved.

4. To delete a category, select the *{category}* to be deleted, and then click **Delete**.

The Category is deleted.

10.4.3 Certification

To insert and delete certifications, perform the following steps:

1. From the TMT main menu, click the  button.
2. Click the **Certification** tab.

The Certification screen appears, similar to the following:

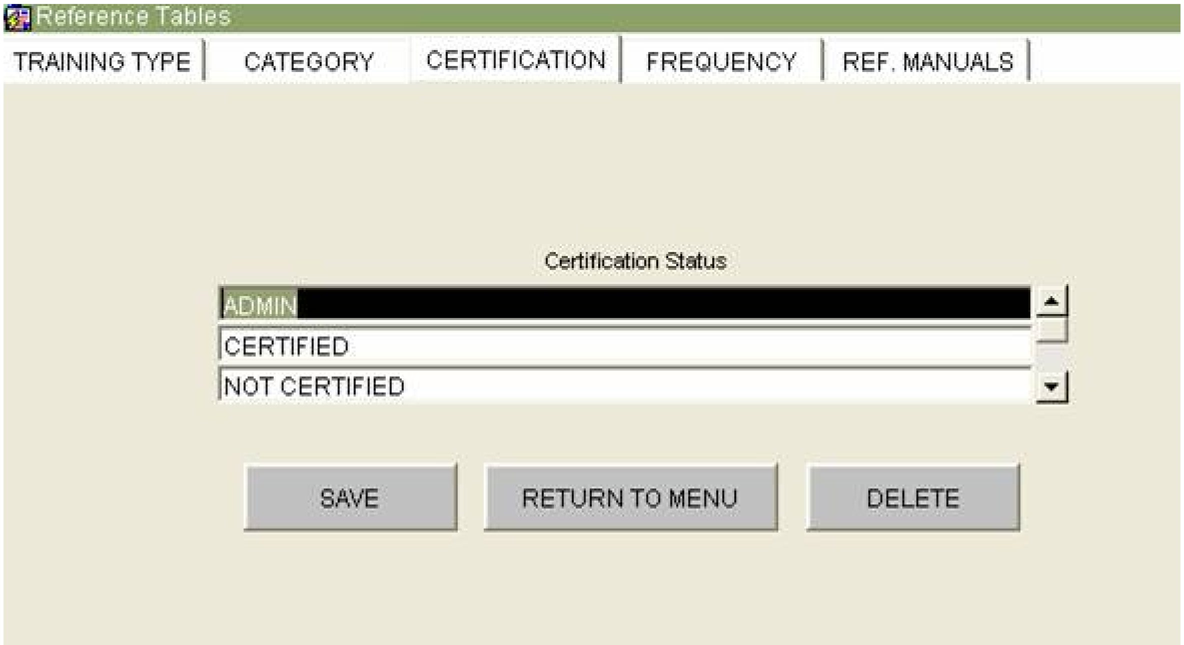


Figure 10-12 Certification Screen

NOTE: *To delete a category, skip to Step 4.*

3. To insert a `{new certification}`, select the next blank text box on the Certification screen, enter the information for the new Certification Status, and then click **Save**.

The Certification Status is entered and saved.

4. To delete a certification, select the `{certification status}` to be deleted, and then click **Delete**.

The Certification Status is deleted.

10.4.4 Frequency

To insert and delete frequencies, perform the following steps:

1. From the TMT main menu, click the  button.

2. Click the **Frequency** tab.

The Frequency screen appears, similar to the following:

Figure 10-13 Frequency Screen

***NOTE:** To delete a frequency, skip to Step 4.*

3. To insert a `{new frequency}`, select the next blank text box on the Frequency screen. Enter the information for the month and description. Click **Save**.

   The Frequency is entered and saved.

4. To delete a frequency, select the `{frequency}` to be deleted, and then click **Delete**.

   The Frequency is deleted.

10.4.5 Reference Manuals

To insert and delete reference manuals, perform the following steps:

1. From the TMT main menu, click the REFERENCE TABLES button.
2. Click the **Ref. Manuals** tab.

   The Ref. Manuals screen appears, similar to the following:

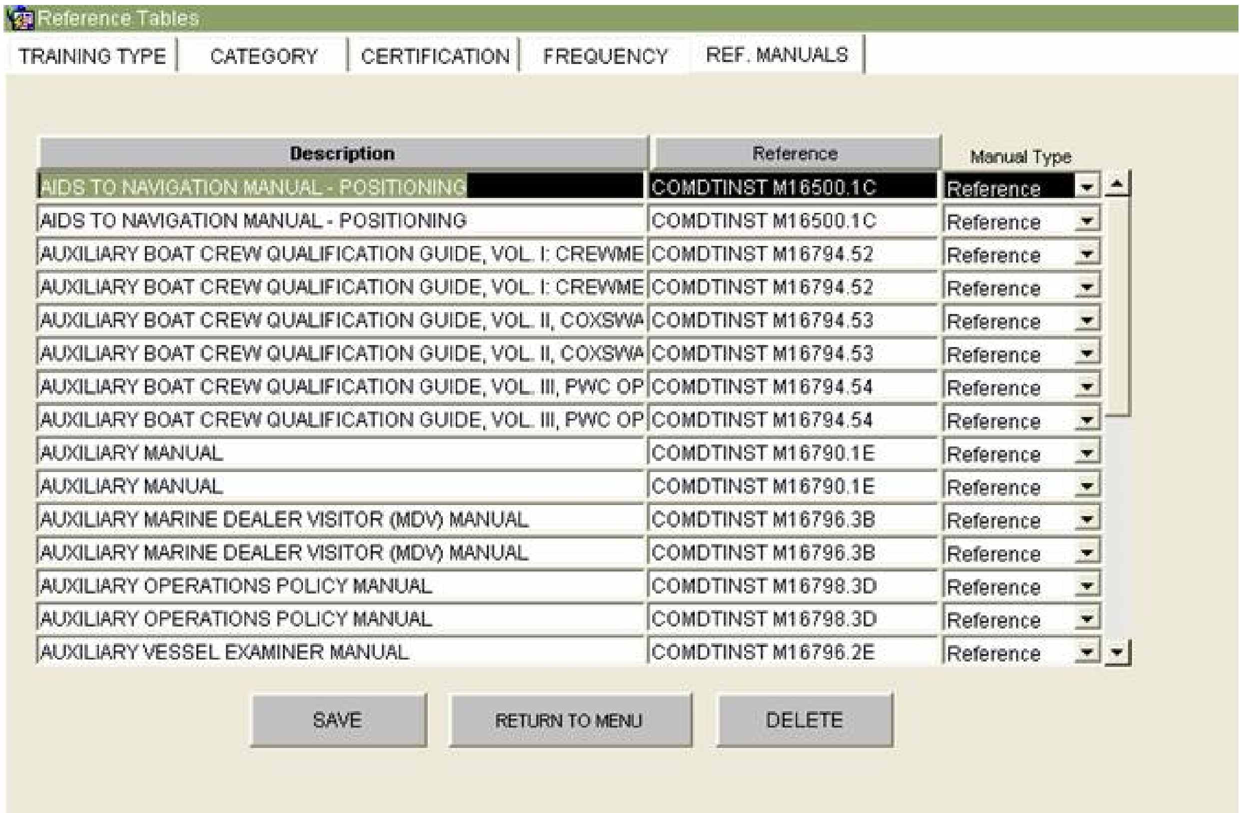


Figure 10-14 Reference Manuals Screen

NOTE: *To delete a reference manual, skip to Step 4.*

3. To insert a new `{reference manual}`, select the next blank text box on the Reference Manuals screen, enter the information for description, reference, and use the drop-down menu to select the manual type, and then click **Save**.

   The manual type is entered and saved.

4. To delete a reference manual, select the `{reference manual}` to be deleted, and then click **Delete**.

   The manual is deleted.

10.5 Task Capture

The **Task Capture** button allows users to capture tasks and include eligible participants. This section provides instructions for performing these functions. To access Task Capture, perform the following step:

1. From the TMT main menu, click the 

button.

   The Tasks screen appears, similar to the following:

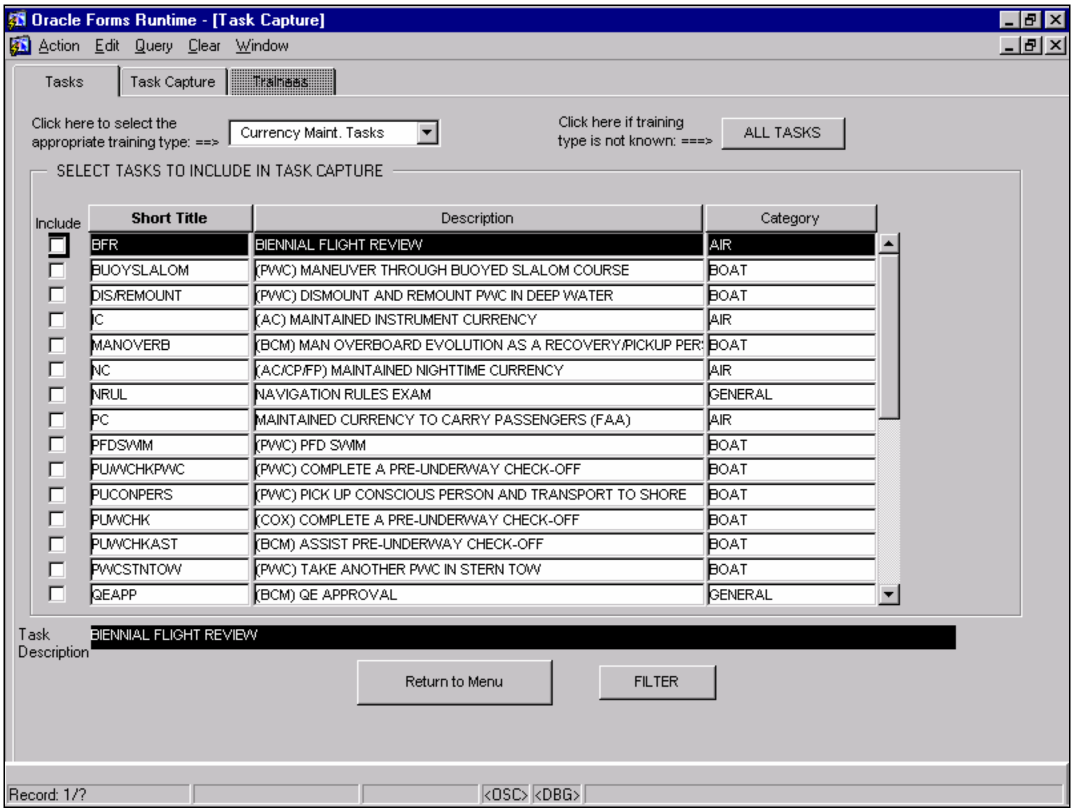


Figure 10-15 Tasks Screen

10.5.1 Tasks

To select the tasks to include in the task capture, perform the following step:

1. Select the check boxes for the tasks being captured.

   The tasks are checked.

10.5.2 Task Capture

The Task Capture screen allows users to view tasks captured in the following time periods: Two months, four months, or eight months. To select the tasks to include in the task capture, perform the following steps:

1. From the TMT main menu, click the 

button.
2. Click the **Task Capture** tab.

The Task Capture screen appears, similar to the following:

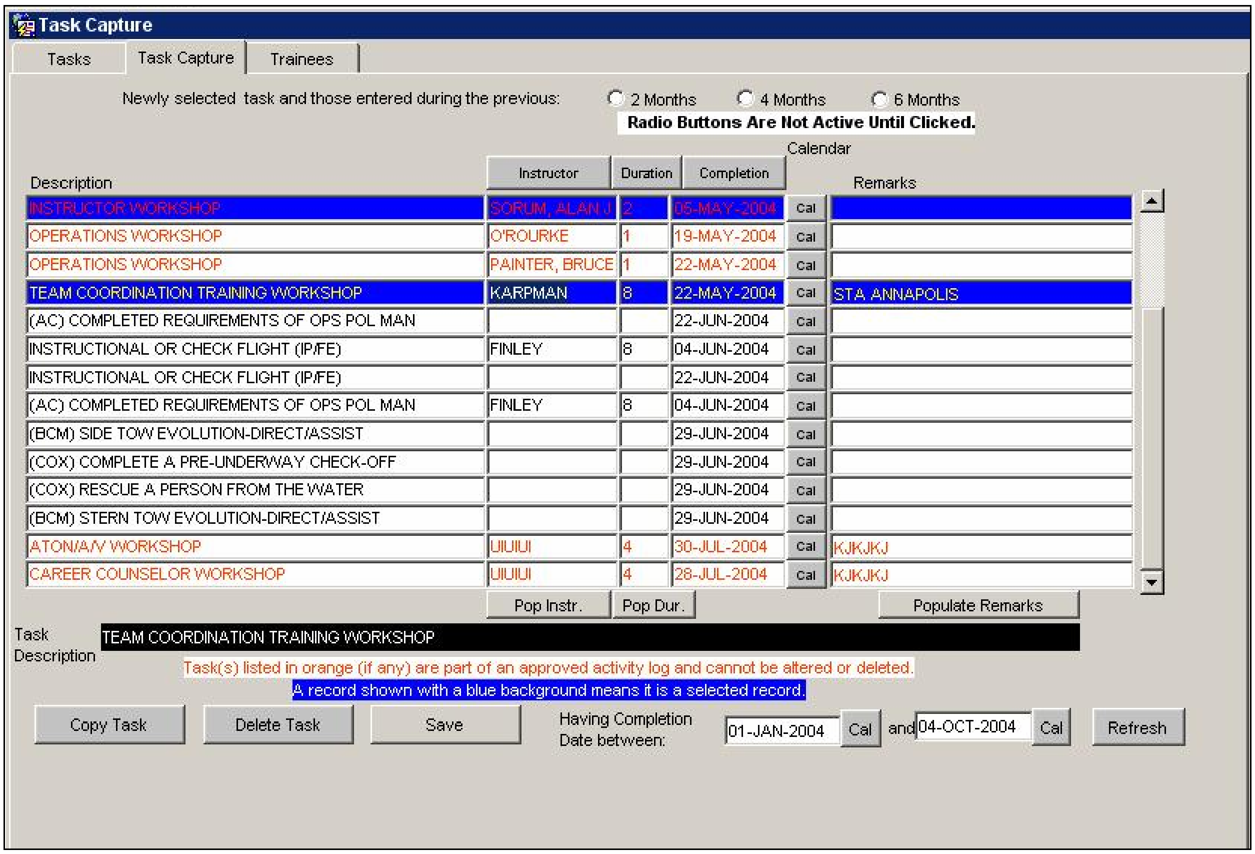


Figure 10-16 Task Capture Screen

NOTE 1: *To view a list of tasks retrospective to two months, four months, and six months, click the **two Months**, **four Months**, or **six Months** option buttons.*

NOTE 2: *To view a list of tasks completed within a specific time period, enter beginning and ending dates in the **Having Completion Date between** section of the **Task Capture** tab. Click the **Refresh** button.*

3. Select desired `{description}`.

   The description is highlighted.

4. Enter the necessary information by pressing the **TAB** key after each entry or using the list boxes when available, and then click **Save**.

   The information is entered and saved.

5. To copy a task, click the 

 button.

   The Task highlighted is copied to the next available text box.

6. To delete a task, click the 

 button.

   The Task highlighted is deleted.

10.5.3 Trainees

The Trainees screen allows users to move Eligible to Participate members to Participants (in a unit and subordinate units) in the tasks captured. To select the participants to include in the tasks capture, perform the following steps:

1. From the TMT main menu, click the 

 button.

2. Click the **Trainees** tab.

   The Trainees screen appears, similar to the following:

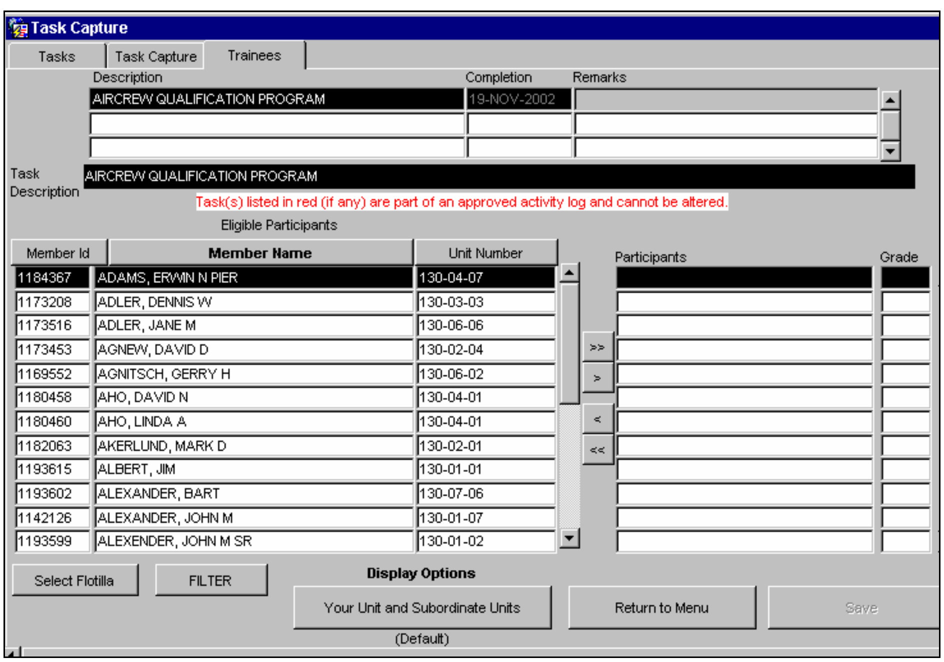
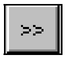
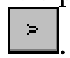


Figure 10-17 Trainees Screen

3. Select the description of the desired `{task}`.

4. Click 

to include all of the members as participants. If not all members participated, select the desired `{members}`, and then click 

. If needed, use the **Filter** feature to shorten the list of members displayed.

   *The member is highlighted and moved from **Eligible Participants** to **Participants**.*

10.6 Task Maintenance

The **Task Maintenance** button allows users to insert, update, and delete active and inactive tasks for a unit and/or subordinate units and return to the TMT main menu. Perform the following steps to access the task maintenance feature:

1. From the TMT main menu, click the 

button.

2. Click the 

button.

   The Task Maintenance screen appears, similar to the following:

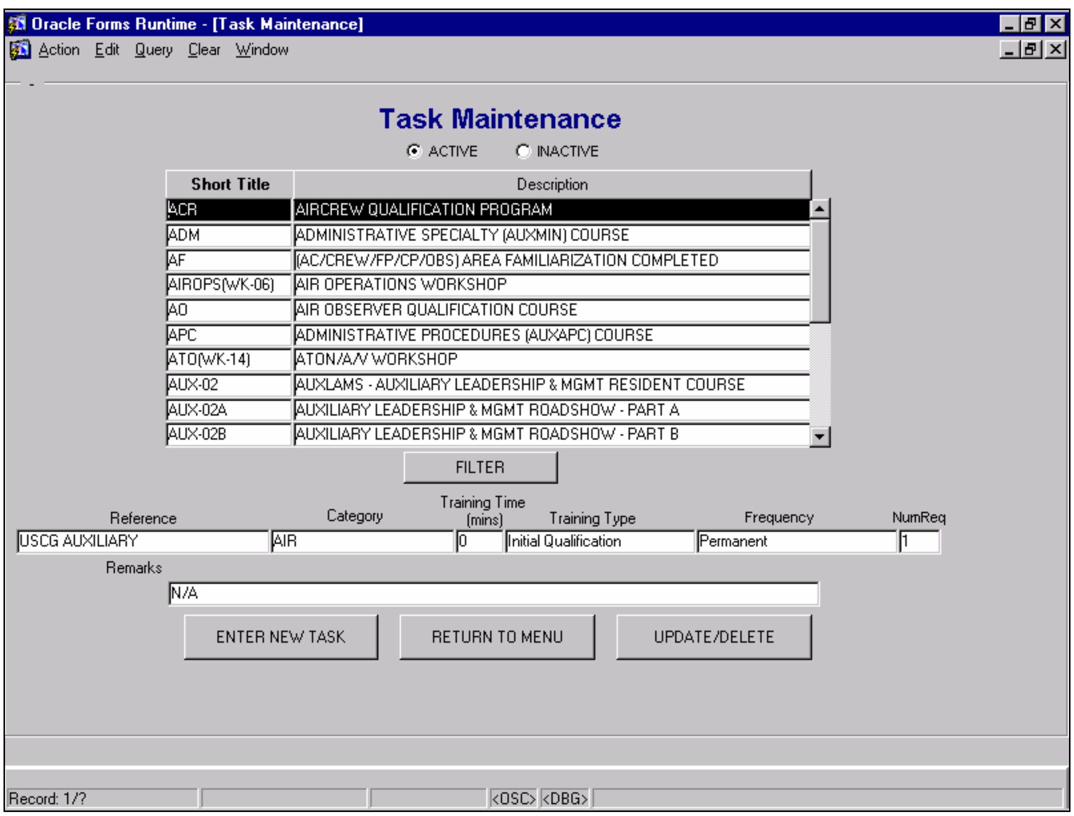


Figure 10-18 Task Maintenance Screen

3. Proceed to the following sections for instructions on performing the various duties in Task Maintenance.

10.6.1 Enter a New Task

To enter a new task, perform the following steps:

1. From the TMT main menu, click the 

button.
2. Click the 

button.

   The Task screen appears, similar to the following:

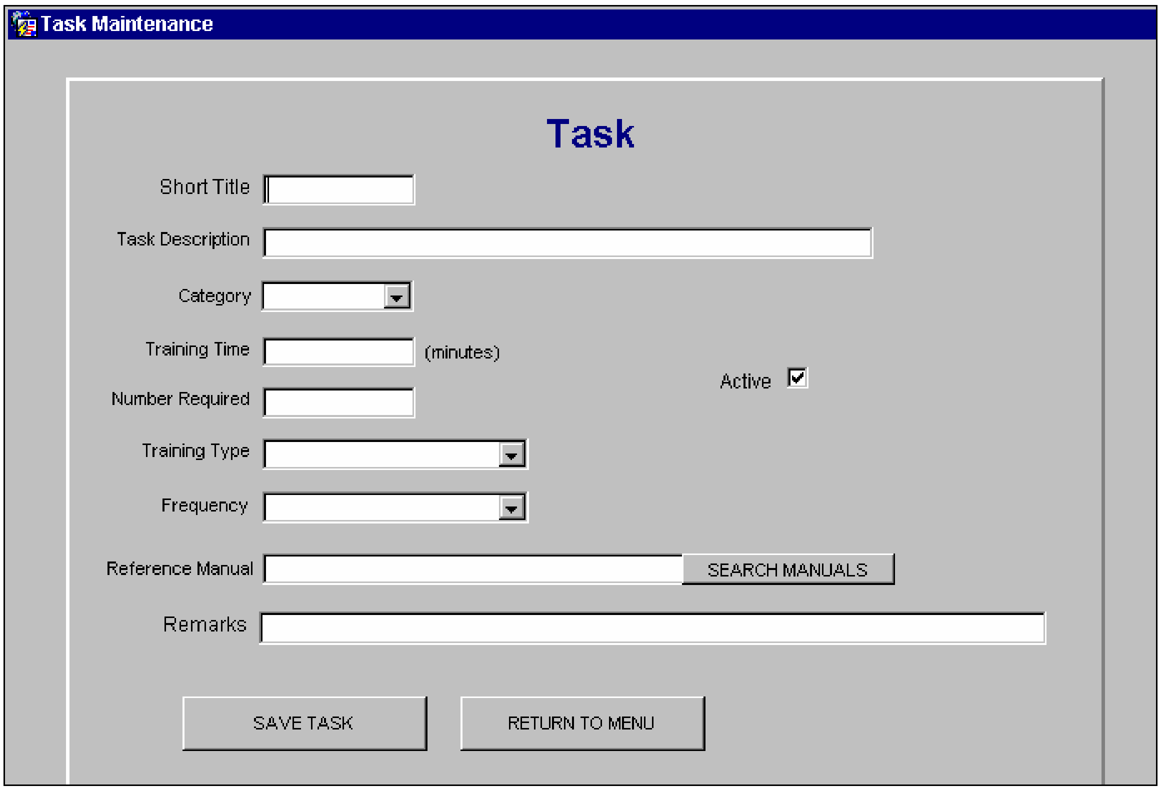


Figure 10-19 Task Screen

3. Enter the required information by using the list boxes when available, press the **TAB** key after each entry, and click **Save Task**.

   The Task Maintenance screen appears and the task is entered and saved.

10.6.2 Update a Task

To update a task, perform the following steps:

1. From the TMT main menu, click the **TASK CAPTURE** button.
2. Select the desired `{task}` to be updated, and then click the UPDATE/DELETE button.

   The Task screen appears with the task information listed.

3. Enter the current information, and then click the SAVE TASK button.

   The Task information is entered and saved, and then the Task Maintenance screen appears.

10.6.3 Delete a Task

To delete a task, perform the following steps:

1. From the TMT main menu, click the **TASK CAPTURE** button.
2. Select the desired `{task}` to be deleted, and then click the UPDATE/DELETE button.

   The Task screen appears with the task information listed.

3. Enter the current information, and then click the DELETE TASK button.

   The Task information is deleted, and then the Task Maintenance screen appears.

10.7 Competency Maintenance

The **Competency Maintenance** button allows users to insert, update, and delete active and inactive competencies for a unit and/or subordinate units and return to the TMT main menu. Perform the following steps:

1. From the TMT main menu, click the 

button.

   The Competency Maintenance screen appears, similar to the following:

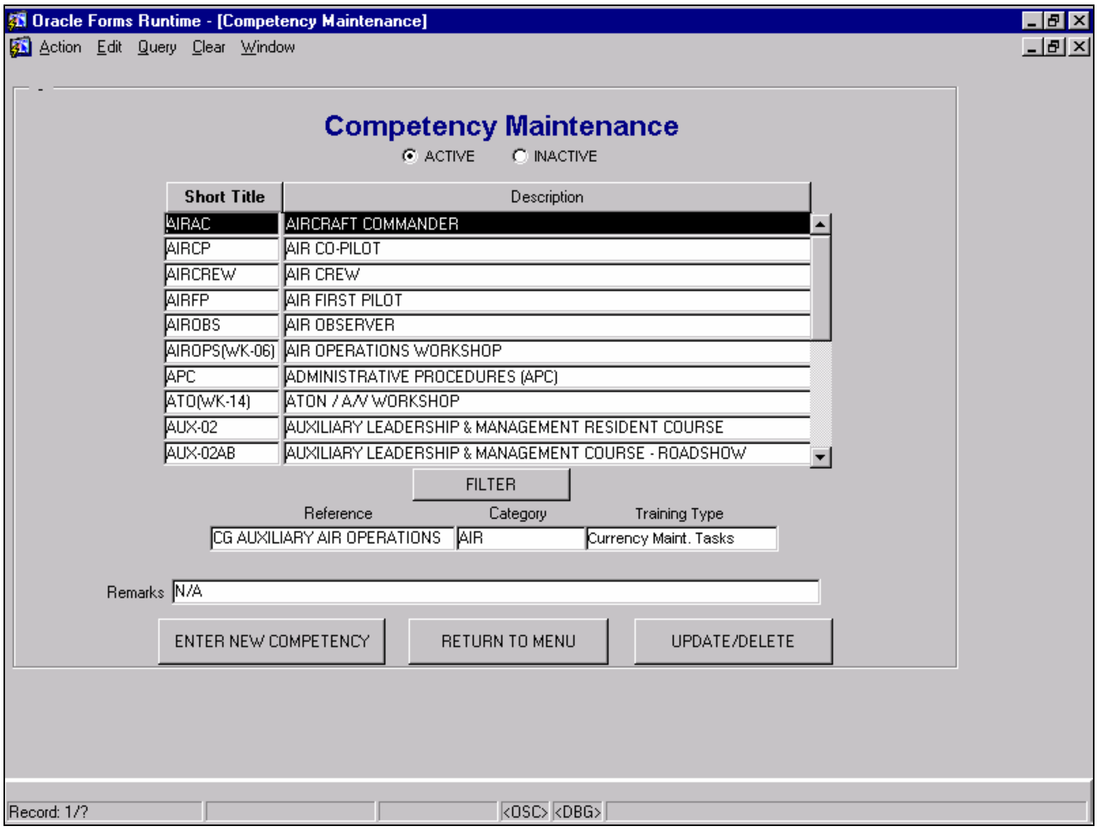


Figure 10-20 Competency Maintenance Screen

2. Proceed to the following sections for instructions on performing the various duties in Competency Task Maintenance.

10.7.1 Enter a New Competency

To enter a new competency, perform the following steps:

1. From the TMT main menu, click the COMPETENCY Maintenance button.

   The Competency Maintenance screen appears.

2. Click the ENTER NEW COMPETENCY button.

   The Competency screen appears, similar to the following:

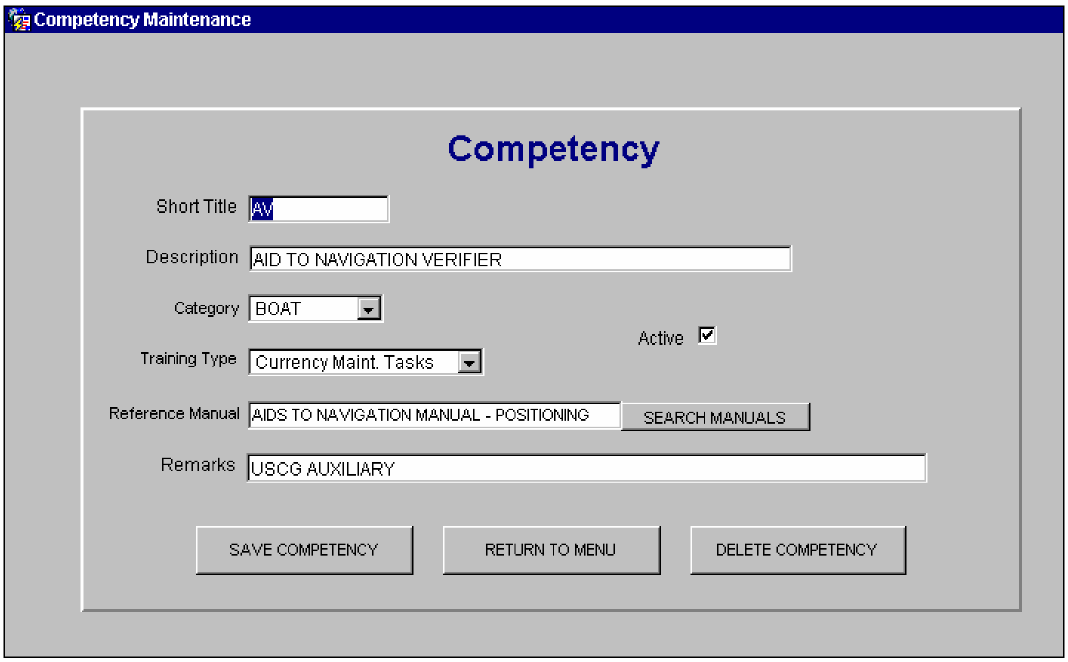


Figure 10-21 Competency Screen

3. Enter the required information by using the list boxes when available, press the **TAB** key after each entry to move to the next text box, and click **Save Task**.

   The Competency Maintenance screen appears, and then the competency is entered and saved.

10.7.2 Update a Competency

To update a competency, perform the following steps:

1. From the TMT main menu, click the COMPETENCY Maintenance button.

   The Competency Maintenance screen appears.

2. Select the desired `{competency}` to be updated, and then click the **UPDATE/DELETE** button.

    The Competency screen appears with the competency information listed.

3. Enter the current information, and then click the **SAVE COMPETENCY** button.

    The Competency information is entered and saved, and then the Competency Maintenance screen appears.

10.7.3 Delete a Competency

To delete a competency, perform the following steps:

1. From the TMT main menu, click the **COMPETENCY Maintenance** button.

    The Competency Maintenance screen appears.

2. Select the desired `{competency}` to be deleted, and the click the **UPDATE/DELETE** button.

    The Competency screen appears with the task information listed.

3. Enter the current information, and then click the **DELETE COMPETENCY** button.

    The Competency information is deleted, and then the Competency Maintenance screen appears.

10.8 Reports

The **Reports** button takes users to the TMT Report menu, where reports can be run on either individuals and/or units for the following: Training Status, Training Record, and Certifications. To access the TMT Reports menu, perform the following steps:

1. From the TMT main menu, click the  button.

   The Reports menu appears:

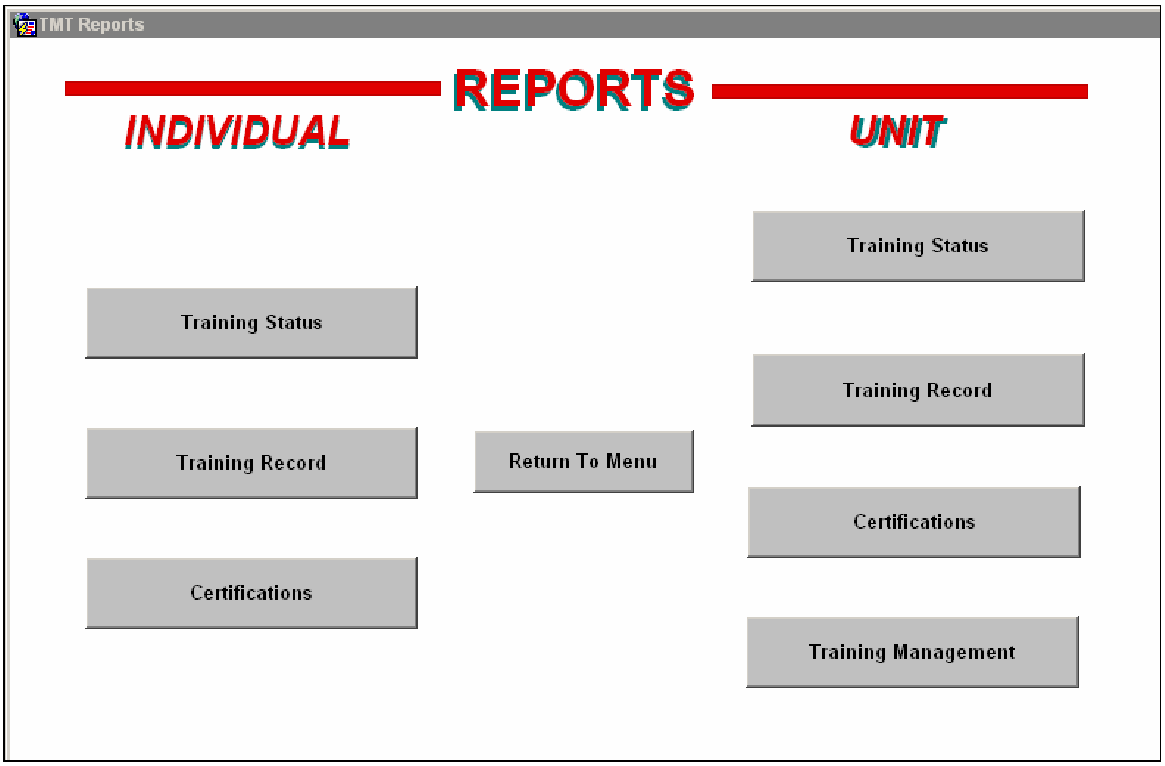


Figure 10-22 Reports Menu

10.8.1 Individual Training Status Report

Run an Individual Training Status report to retrieve an individual's training status. To run this report, perform the following steps:

1. From the TMT main menu, click the  button.

   The Reports menu appears.

2. Click the 

button under **Individual**.

The Individual Training Status parameter screen appears, similar to the following:

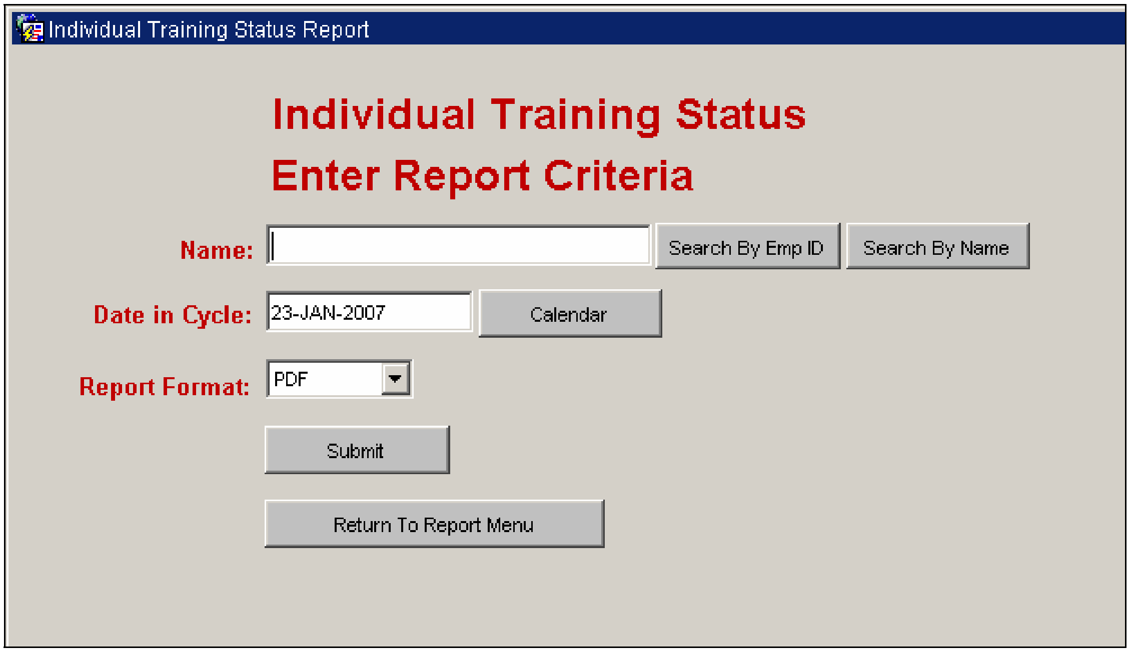


Figure 10-23 Individual Training Status Parameter Screen

3. Use either the **Search By Emp ID** or the **Search By Name** button to enter the individual's *`{name}`* in the **Name** field. These buttons activate a list of values dialog box from which the individual's *`{name}`* is selected.

The `{name}` appears in the text box.

4. Use the 

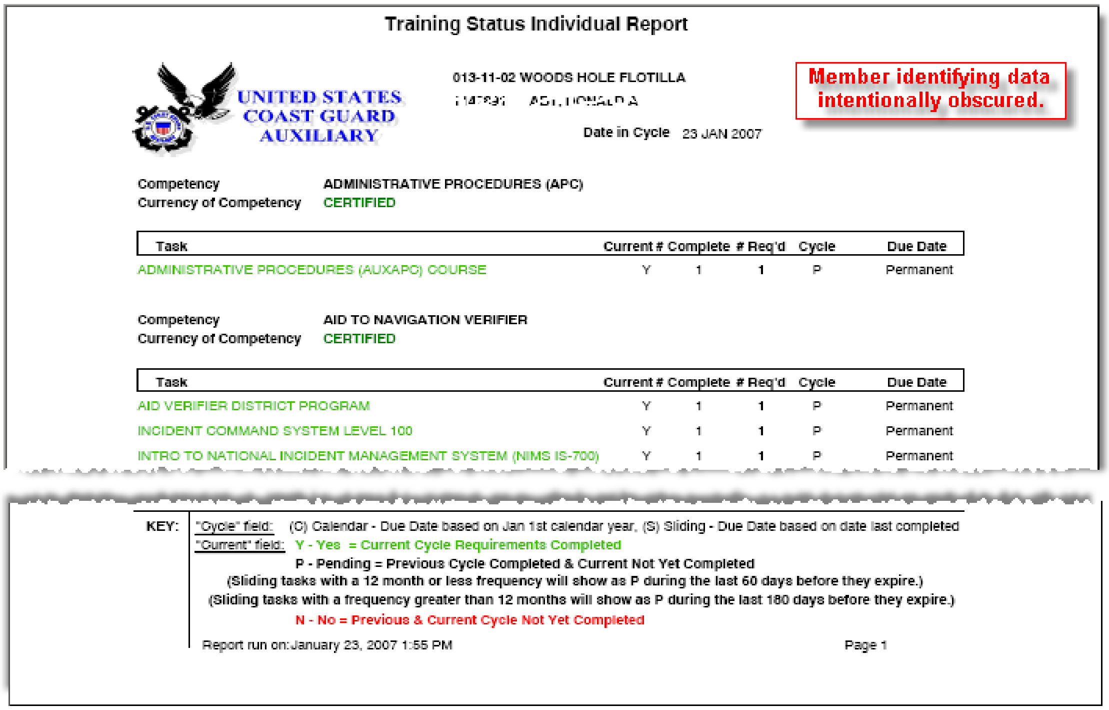
button to define the **Date in Cycle** for the report.

NOTE: *If the selected **Date in Cycle** is earlier than 2007, the report data will reflect currency requirements in effect in 2006. If the **Date in Cycle** is 2007 or later, the report will reflect existing currency requirements.*

5. Click the  arrow, and then select the **Report Format** (either **CSV** or **PDF**) from the resulting picklist.

6. Click **Submit**.

The Training Status Individual Report appears, similar to the following:



Training Status Individual Report

UNITED STATES COAST GUARD AUXILIARY

013-11-02 WOODS HOLE FLOTILLA

[redacted]

Date in Cycle 23 JAN 2007

Member identifying data intentionally obscured.

Competency ADMINISTRATIVE PROCEDURES (APC)
Currency of Competency CERTIFIED

Task	Current	# Complete	# Req'd	Cycle	Due Date
ADMINISTRATIVE PROCEDURES (AUXAPC) COURSE	Y	1	1	P	Permanent

Competency AID TO NAVIGATION VERIFIER
Currency of Competency CERTIFIED

Task	Current	# Complete	# Req'd	Cycle	Due Date
AID VERIFIER DISTRICT PROGRAM	Y	1	1	P	Permanent
INCIDENT COMMAND SYSTEM LEVEL 100	Y	1	1	P	Permanent
INTRO TO NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS IS-700)	Y	1	1	P	Permanent

KEY: "Cycle" field: (C) Calendar - Due Date based on Jan 1st calendar year, (S) Sliding - Due Date based on date last completed
"Current" field: Y - Yes = Current Cycle Requirements Completed
P - Pending = Previous Cycle Completed & Current Not Yet Completed
(Sliding tasks with a 12 month or less frequency will show as P during the last 60 days before they expire.)
(Sliding tasks with a frequency greater than 12 months will show as P during the last 180 days before they expire.)
N - No = Previous & Current Cycle Not Yet Completed

Report run on: January 23, 2007 1:55 PM Page 1

Figure 10-24 Training Status Individual Report Screen

NOTE: *This report lists tasks by competency, and a color-coding scheme is used to indicate the status of all listed tasks. Green text indicates the task's requirements have been completed for the current cycle. Black text indicates the task's requirements have been completed for the previous cycle, but the requirements for the current cycle are not yet complete. Red text indicates the task's requirements have not been completed for either the current or previous cycle. The* ***Cycle*** *field indicates if the currency of a task is based on the January 1 calendar year or based on a sliding scale, which means the due date is based on the date the task was last completed. (C) indicates the currency is based on the calendar years, and (S) indicates the currency is based on a sliding scale.*

7. When finished with the report (for example, printing, saving to disk for later use), close the report by clicking the ☒ at the upper right-hand corner of the window.

   The window closes, and then the Individual Training Status screen appears.

10.8.2 Individual Training Record Report

Run an Individual Training Record report to retrieve an individual's training record within a defined period. To run this report, perform the following steps:

1. From the TMT main menu, click the **REPORTS** button.

   The Reports menu appears.

2. Click the  button under **Individual**.

The Individual Training Record Criteria screen appears, similar to the following:

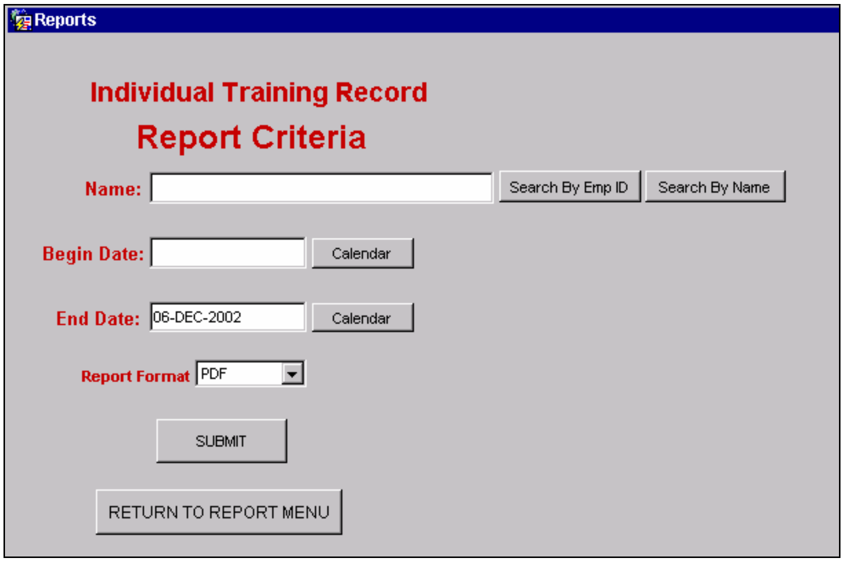


Figure 10-25 Individual Training Record Criteria Screen

3. User either the **Search By Emp ID** or the **Search By Name** button to enter the individual's `{name}` in the **Name** field. These buttons activate a list of values dialog box from which the individual's `{name}` is selected.

   The `{name}` appears in the text box.

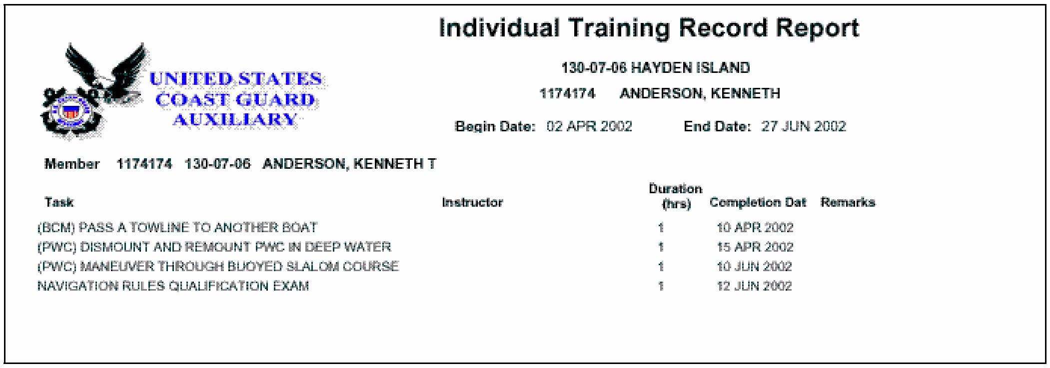
4. Use the  buttons to define a `{Begin Date}` and `{End Date}` for the report.

   The selected `{dates}` appear in the text boxes.

5. Select the **Report Format**, either **PDF** or **CSV**.

6. Click the **Submit** button.

The Individual Training Record report appears, similar to the following:



UNITED STATES COAST GUARD AUXILIARY

Individual Training Record Report

130-07-06 HAYDEN ISLAND

1174174 ANDERSON, KENNETH

Begin Date: 02 APR 2002 End Date: 27 JUN 2002

Member 1174174 130-07-06 ANDERSON, KENNETH T

Task	Instructor	Duration (hrs)	Completion Dat	Remarks
(BCM) PASS A TOWLINE TO ANOTHER BOAT		1	10 APR 2002	
(PWC) DISMOUNT AND REMOUNT PWC IN DEEP WATER		1	15 APR 2002	
(PWC) MANEUVER THROUGH BUOYED SLALOM COURSE		1	10 JUN 2002	
NAVIGATION RULES QUALIFICATION EXAM		1	12 JUN 2002	

Figure 10-26 Individual Training Record Report Screen

7. When finished with the report (for example, printing, saving to disk for later use), close the report by clicking the at the upper right-hand corner of the window.

The window closes, and then the Individual Training Record Criteria screen appears.

10.8.3 Individual Certifications Report

Run an Individual Certifications report to retrieve a list of certified and non-certified competencies associated with an individual. To run this report, perform the following steps:

1. From the TMT main menu, click the REPORTS button.

The TMT Reports menu appears.

2. Click the Certifications button under **Individual**.

The Individual Certifications Report Criteria screen appears, similar to the following:

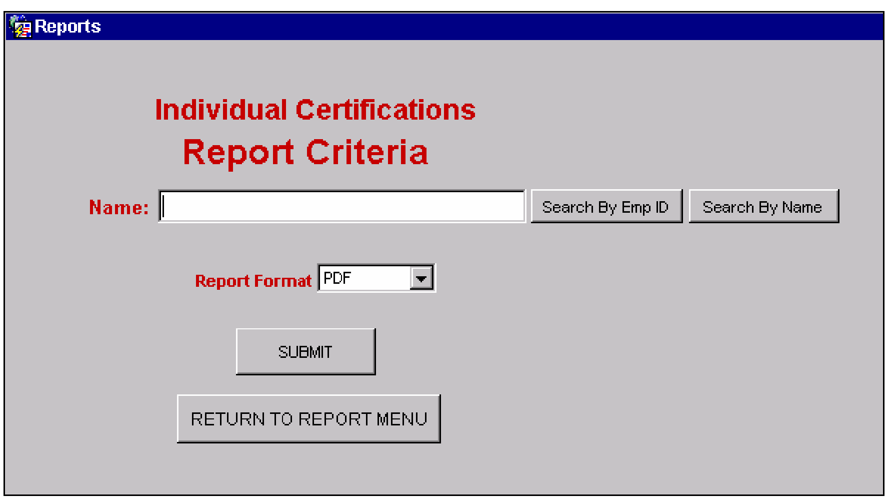


Figure 10-27 Individual Certifications Report Criteria Screen

3. User either the **Search By Emp ID** or the **Search By Name** button to enter the individual's *{name}* in the **Name** field. These buttons activate a list of values dialog box from which the individual's *{name}* is selected.

4. Click the **Submit** button.

   The Individual Certifications report appears, similar to the following:

UNITED STATES COAST GUARD AUXILIARY

Individual Certifications

130-07-06 HAYDEN ISLAND

1174174 ANDERSON, KENNETH T

Competency	Date Qualified	Status	Last Updated
AIR CO-PILOT		Not Qualified	31 MAY 2002
AIR CREW		Not Qualified	31 MAY 2002
AIR FIRST PILOT		Not Qualified	31 MAY 2002
AIRCRAFT COMMANDER		Not Qualified	31 MAY 2002
BOAT CREW COXSWAIN		Not Qualified	31 MAY 2002
BOAT CREW CREWMEMBER		Not Qualified	31 MAY 2002
PERSONAL WATERCRAFT OPERATOR M16794.54		Not Qualified	31 MAY 2002
AID TO NAVIGATION VERIFIER	01 JAN 1996	Qualified	01 JAN 1996
INSTRUCTOR	01 AUG 1973	Qualified	01 AUG 1973

Figure 10-28 Individual Certifications Report

5. When finished with the report (for example, printing, saving to disk for later use), close the report by clicking the ☒ at the upper right-hand corner of the window.

   The window closes, and then the Individual Certification Criteria screen appears.

10.8.4 Unit Training Status Report

Run a Unit Training Status report to retrieve the training status of all individuals at a unit. Subunits may also be included in the report. To run this report, perform the following steps:

1. From the TMT main menu, click the REPORTS button.

   The Reports menu appears.

2. Click the 

button under **Unit**.

The Unit Training Status Criteria screen appears, similar to the following:

Figure 10-29 Unit Training Report Criteria Screen

3. Click the  button and, from the resulting picklist, select the `{unit}` to be covered by the report. Users also have the option to include all subunits in the report.

   The `{unit}` appears in the text box.

4. Use the 

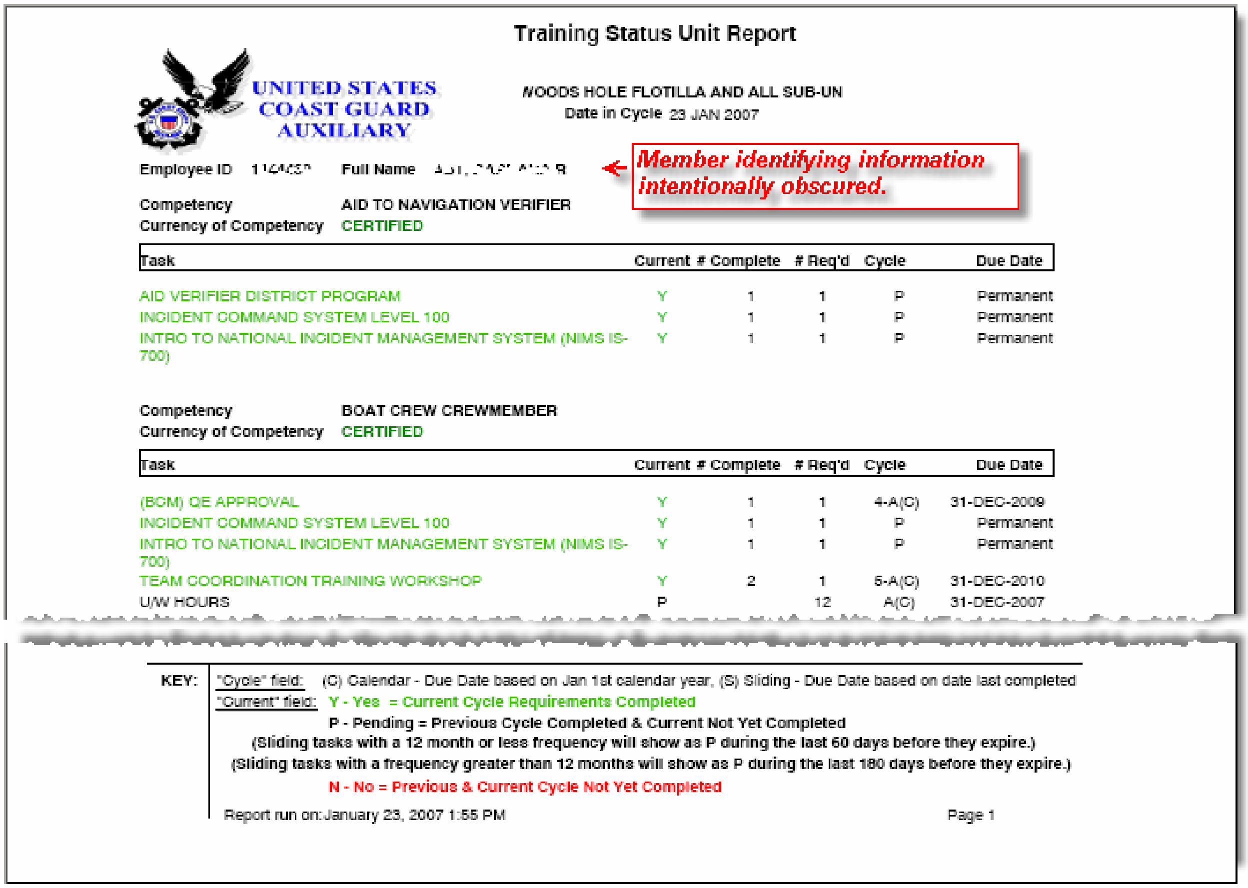
button to define the **Date in Cycle** for the report.

NOTE: *If the **Date in Cycle** is earlier than 2007, the report will display the report in terms of currency rules in effect in 2006. If the Date in Cycle is 2007 or beyond, report data will reflect 2007 currency requirements.*

5. Select the **Report Format**, **CSV** or **PDF**.

6. Click **Submit**.

The Training Status Unit Report appears, similar to the following:



Training Status Unit Report

UNITED STATES COAST GUARD AUXILIARY

WOODS HOLE FLOTILLA AND ALL SUB-UN
Date in Cycle 23 JAN 2007

Employee ID [illegible] Full Name [illegible]

Member identifying information intentionally obscured.

Competency AID TO NAVIGATION VERIFIER
Currency of Competency CERTIFIED

Task	Current	# Complete	# Req'd	Cycle	Due Date
AID VERIFIER DISTRICT PROGRAM	Y	1	1	P	Permanent
INCIDENT COMMAND SYSTEM LEVEL 100	Y	1	1	P	Permanent
INTRO TO NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS IS-700)	Y	1	1	P	Permanent

Competency BOAT CREW CREWMEMBER
Currency of Competency CERTIFIED

Task	Current	# Complete	# Req'd	Cycle	Due Date
(BCM) QE APPROVAL	Y	1	1	4-A(C)	31-DEC-2009
INCIDENT COMMAND SYSTEM LEVEL 100	Y	1	1	P	Permanent
INTRO TO NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS IS-700)	Y	1	1	P	Permanent
TEAM COORDINATION TRAINING WORKSHOP	Y	2	1	5-A(C)	31-DEC-2010
U/W HOURS	P		12	A(C)	31-DEC-2007

KEY: "Cycle" field: (C) Calendar - Due Date based on Jan 1st calendar year, (S) Sliding - Due Date based on date last completed
"Current" field: Y - Yes = Current Cycle Requirements Completed
P - Pending = Previous Cycle Completed & Current Not Yet Completed
(Sliding tasks with a 12 month or less frequency will show as P during the last 60 days before they expire.)
(Sliding tasks with a frequency greater than 12 months will show as P during the last 180 days before they expire.)
N - No = Previous & Current Cycle Not Yet Completed

Report run on:January 23, 2007 1:55 PM Page 1

Figure 10-30 Training Status Unit Report Screen

NOTE: *This report lists tasks by competency, and a color-coding scheme is used to indicate the status of all listed tasks. The report key shown at the bottom of the figure above explains the color-coding scheme.*

7. When finished with the report (for example, printing, saving to disk for later use), close the report by clicking the ☒ at the upper right-hand corner of the window.

The window closes, and then the Unit Training Status Criteria screen appears.

10.8.5 Unit Training Record Report

Run the Unit Training Report to retrieve training records for individuals in a unit within a defined period. Subunits may also be included in the report. To run this report, perform the following steps:

1. From the TMT main menu, click the 

button.

    The Reports menu appears.

2. Click the 

button under **Unit**.

    The Unit Training Record Report Criteria screen appears, similar to the following:

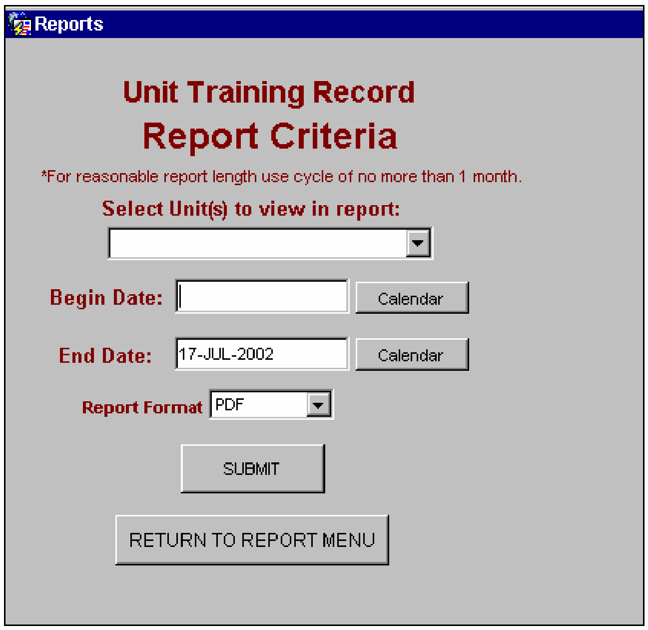


Figure 10-31 Unit Training Record Criteria Screen

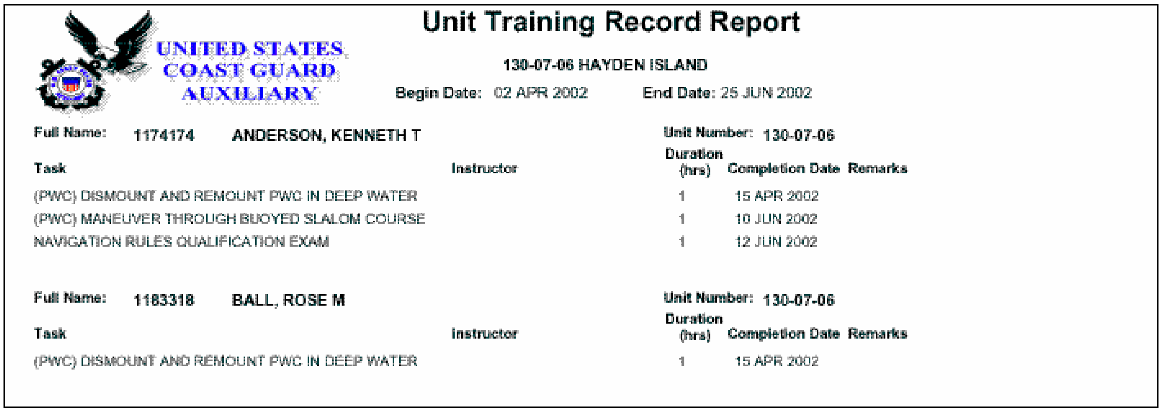
3. Click the  button and, from the drop-down list, select the `{unit}` on which to run the report. Users also have the option to include all sub units in the report.

4. Use the 

buttons to define a `{Begin Date}` and `{End Date}` for the report.

5. Click **Submit**.

   The Unit Training Record Report appears, similar to the following:



UNITED STATES COAST GUARD AUXILIARY

Unit Training Record Report

130-07-06 HAYDEN ISLAND

Begin Date: 02 APR 2002 End Date: 25 JUN 2002

Full Name: 1174174 ANDERSON, KENNETH T Unit Number: 130-07-06

Task	Instructor	Duration (hrs)	Completion Date	Remarks
(PWC) DISMOUNT AND REMOUNT PWC IN DEEP WATER		1	15 APR 2002	
(PWC) MANEUVER THROUGH BUOYED SLALOM COURSE		1	10 JUN 2002	
NAVIGATION RULES QUALIFICATION EXAM		1	12 JUN 2002	

Full Name: 1183318 BALL, ROSE M Unit Number: 130-07-06

Task	Instructor	Duration (hrs)	Completion Date	Remarks
(PWC) DISMOUNT AND REMOUNT PWC IN DEEP WATER		1	15 APR 2002	

Figure 10-32 Unit Training Record Report

6. When finished with the report (for example, printing, saving to disk for later use), close the report by clicking the at the upper right-hand corner of the window.

   The window closes, and then the Unit Training Record Criteria screen appears.

10.8.6 Training Management Report

Run a Training Management report, for a selected unit, to display the currency status of unit members in regard to competencies and tasks. The report shows the unit's task currency information in the following sort sequence:

- Competency
- Tasks assigned to the competency
- Frequency with which the task must be performed to remain current
- Member name

Color coding graphically indicates an individual's currency status on each task. Specifically, the report, in PDF format, displays task completion dates in different background colors to denote different currency statuses. Currency statuses include the following:

- Current
- Current but within three to six months of expiration
- Current but within two months of expiration
- Expired/overdue.

Similarly, a color-coded background behind the member's name signifies whether the individual's certification status is REYR (Recertification for Failure to Meet Yearly Requirements) or REWK (Recertification required for Failure to Attend Required Workshop).

To generate this report, perform the following steps:

1. From the TMT main menu, click the 

button.

   The TMT Reports menu appears.

2. Click the 

button under **Unit**.

   The Unit Training Record Report Criteria screen appears, similar to the following:

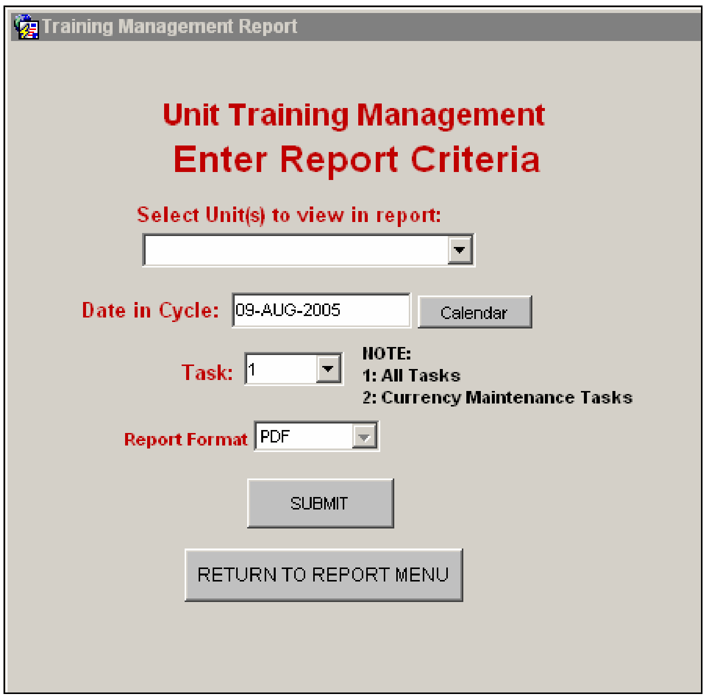


Figure 10-33 Unit Training Management Report Criteria Screen

3. To select the `{unit}`, click the  button for the **Select Unit(s)** picklist, and then click the `{unit}` to be covered by the report.

4. Use the 

button to select a **Date in Cycle** for the report, or enter a `{date}` in the **Date in Cycle** field in DD-MMM-YYYY format.

5. At the **Task** drop-down, click the  button, and then select one of the following options: **1: All Tasks** or **2: Currency Maintenance Tasks**.

NOTE: *PDF is currently the only report format available, due to the extensive color coding displayed in the report.*

6. Click **Submit**.

The Unit Training Record Report appears, similar to the following sample:

Training Management

BANGOR

Date in Cycle: 31-JUL-2005

Competency BOAT CREW CREWMEMBER

Task	(BCM) ASSIST PRE-UNDERWAY CHECK-OFF	(BCM) MAN OVERBOARD EVOLUTION	(BCM) QE APPROVAL	(BCM) SIDE TOW EVOLUTION-DIRECT/ASSIST	(BCM) STERN TOW EVOLUTION-DIRECT/ASSIST	OPERATIONS WORKSHOP	TEAM COORDINATION TRAINING WORKSHOP
Frequency	Annual	Annual	Five Years	Annual	Annual	Annual 30 June	Five Years
Name	Completed	Completed	Completed	Completed	Completed	Completed	Completed
ALICE LAMBERT	21-AUG-2004	21-AUG-2004	19-JUN-2003	21-AUG-2004	21-AUG-2004	01-MAY-2004	09-MAY-2004
DANIEL HANSON	13-SEP-2003	13-SEP-2003	17-JUL-2002	13-SEP-2003	13-SEP-2003	01-MAY-2004	09-MAY-2004
DAVID COSENZE	17-JUL-2003	17-JUL-2003	17-JUL-2003	17-JUL-2003	17-JUL-2003	01-MAY-2004	09-MAY-2004
DAVIDA KELLOGG	21-AUG-2004	21-AUG-2004	30-SEP-2003	21-AUG-2004	21-AUG-2004	01-MAY-2004	09-MAY-2004
DEBORAH CARR	26-SEP-2004	26-SEP-2004	19-JUN-2003	26-SEP-2004	26-SEP-2004	05-MAY-2003	22-NOV-2003
KENNETH MYERS			01-JAN-1996			08-MAY-1999	20-MAR-1999
RANDAL CARR	21-AUG-2004	21-AUG-2004	19-JUN-2003	21-AUG-2004	21-AUG-2004	01-MAY-2004	22-NOV-2003
RICHARD OZOG	10-JUL-2003	10-JUL-2003	10-JUL-2003	10-JUL-2003	10-JUL-2003	01-MAY-2004	23-MAR-2002
ROBERT DECESERE	21-AUG-2004	21-AUG-2004	10-SEP-2003	21-AUG-2004	21-AUG-2004	01-MAY-2004	19-MAY-2001
ROBERT YOUNG	16-DEC-2004	16-DEC-2004	31-DEC-2004	16-DEC-2004	16-DEC-2004	01-MAY-2004	09-MAY-2004

Figure 10-34 Unit Training Record Report

NOTE: *The report displays color keys (not shown in* ***Figure 10-34****) for all color coding used to depict task currency status and certification status (REYR or REWK).*

7. To close the report, click the ☒ at the upper right-hand corner of the Adobe Reader window.

The window closes, and then the Unit Training Management Report Criteria parameter screen appears.

10.8.7 Unit Certifications Report

Run a Unit Certifications report to retrieve a record of certified and non-certified competencies associated with individuals at a unit. Subunits may also be included in the report. To run this report, perform the following steps:

1. From the TMT main menu, click the [REPORTS] button.

The Reports menu appears.

2. Click the **Certifications** button under **Unit**.

The Unit Certifications Report Criteria screen appears, similar to the following:

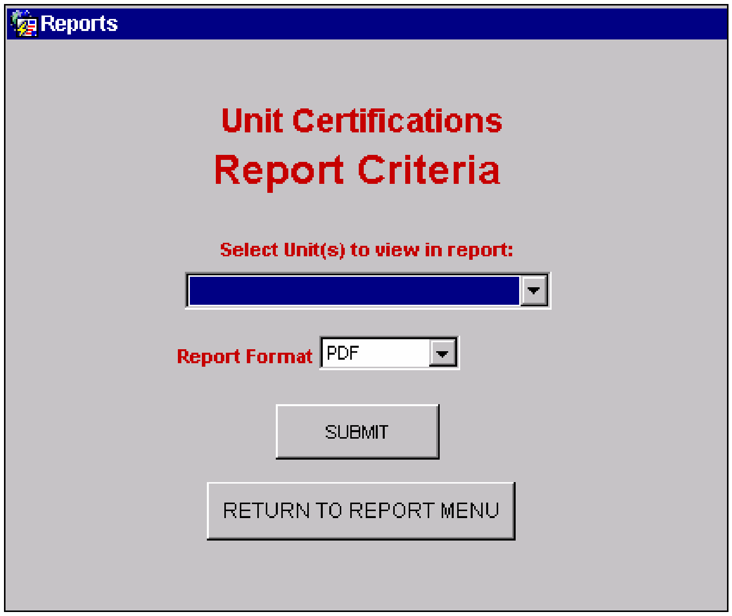
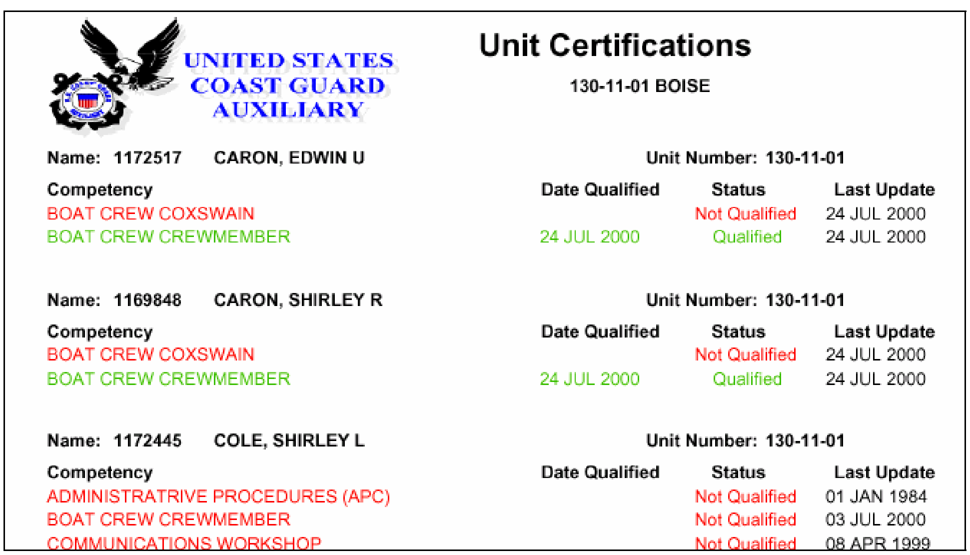


Figure 10-35 Unit Certifications Report Criteria Screen

3. Click the ▼ button and, from the drop-down list, select the *{unit}* on which to run the report. Users also have the option to include all sub units in the report.
4. Click **Submit**.

The Unit Certifications report appears, similar to the following:


UNITED STATES COAST GUARD AUXILIARY

Unit Certifications

130-11-01 BOISE

Name: 1172517 CARON, EDWIN U — Unit Number: 130-11-01

Competency	Date Qualified	Status	Last Update
BOAT CREW COXSWAIN		Not Qualified	24 JUL 2000
BOAT CREW CREWMEMBER	24 JUL 2000	Qualified	24 JUL 2000

Name: 1169848 CARON, SHIRLEY R — Unit Number: 130-11-01

Competency	Date Qualified	Status	Last Update
BOAT CREW COXSWAIN		Not Qualified	24 JUL 2000
BOAT CREW CREWMEMBER	24 JUL 2000	Qualified	24 JUL 2000

Name: 1172445 COLE, SHIRLEY L — Unit Number: 130-11-01

Competency	Date Qualified	Status	Last Update
ADMINISTRATRIVE PROCEDURES (APC)		Not Qualified	01 JAN 1984
BOAT CREW CREWMEMBER		Not Qualified	03 JUL 2000
COMMUNICATIONS WORKSHOP		Not Qualified	08 APR 1999

Figure 10-36 Unit Certifications Screen

5. When finished with the report (for example, printing, saving to disk for later use), close the report by clicking the  at the upper right-hand corner of the window.

    The window closes, and then the Unit Certifications Criteria screen appears.

11. SECURITY

All USCG Auxiliary members are now required to complete a Security Central Users (SECCEN) Personnel Security Questionnaire upon application to the Auxiliary. Members will retain an "Applicant" status until all security requirements are met. Applicants will be designated either Direct Operations (DO) or Operational Support (OS), depending on the competencies they are certified in.

AUXDATA allows data entry, maintenance, and reporting of security investigation data for U.S. Coast Guard Auxiliary members. This section describes how to use the Security forms in AUXDATA when processing security investigations for existing and new members.

11.1 Accessing the Security Forms

The security forms are available only to users who have been assigned DIRAUX and SECCEN user roles. Having either of these roles will allow the user to see the **Security** button at the top-center of the AUXDATA main menu.

The **Security** button will appear either green or red. A green **Security** button indicates no security action is necessary, although the user may still open the **Security** tab. A red **Security** button (as shown in the figure below) indicates security action is necessary. To determine the nature of a required security action, click the **Security** button, and then open the **Security** tab.

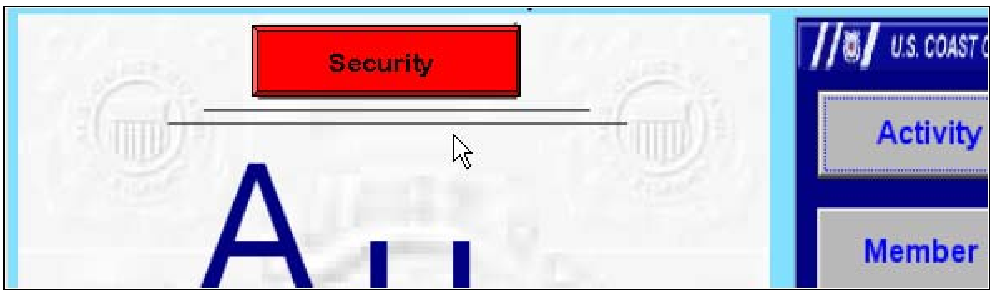


Figure 11-1 Security Button

11.2 The Security Tab

Both the DIRAUX and SECCEN users utilize the **Security** tab.

- The DIRAUX user completes/updates the initial security information and indicates, on the Security tab, when the security paperwork is ready for the SECCEN to begin processing.
- The SECCEN user completes work and indicates on the **Security** tab that additional DIRAUX action is required, for example, to update a member's status.

The **Security** tab uses a system of colored buttons to indicate when DIRAUX and SECCEN action is required. When a button is red, user action is required. When a button is green, no action is required. Generally, clicking on a red button generates an on-screen listing of members requiring action.

The following sections describe how the DIRAUX and SECCEN use the **Security** tab.

11.2.1 DIRUAX User

This section describes how the DIRAUX user updates a security record for a member in AUXDATA. To display the **Security** tab, start at the main AUXDATA menu. Click the 

button.

*The **Security** tab appears, similar to the following:*

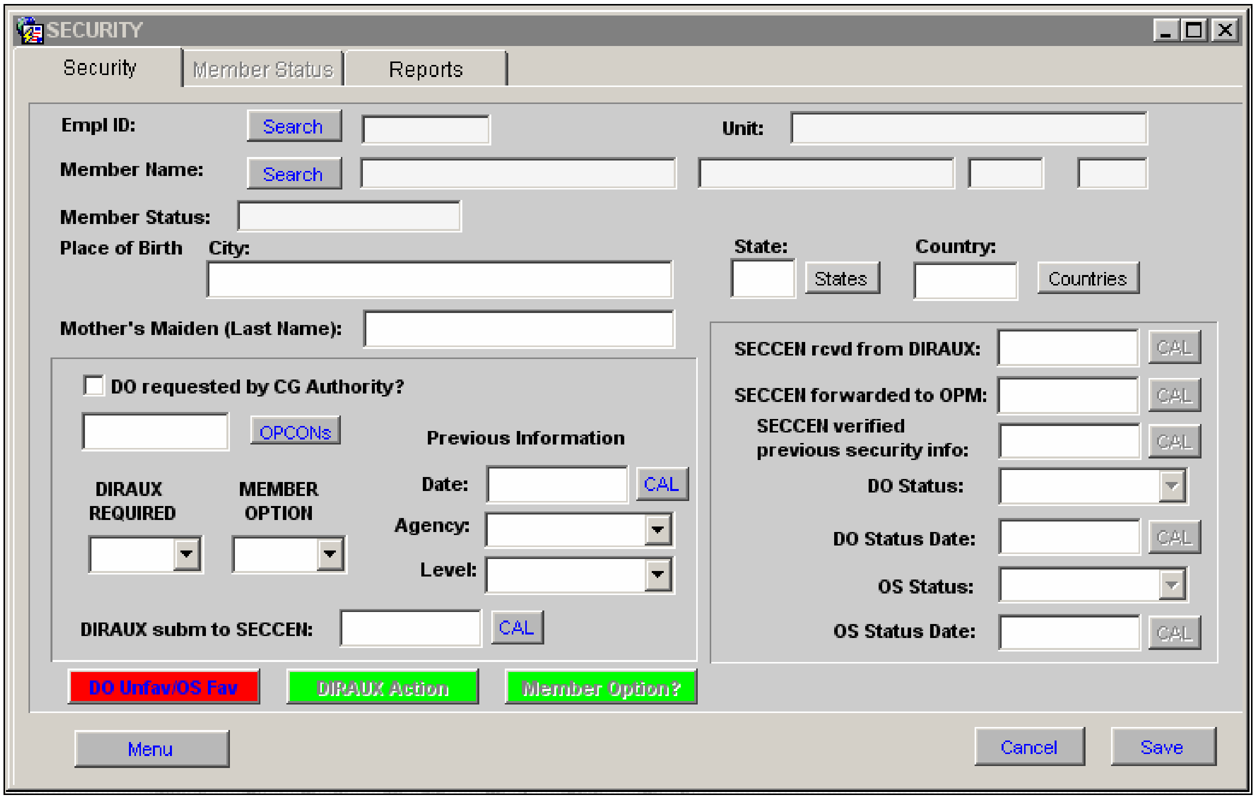


Figure 11-2 DIRAUX View of Security Screen

NOTE: The three colored buttons shown in the figure above are visible only to a user assigned the DIRAUX role, because these buttons relate only to DIRAUX actions.

To complete the DIRAUX section of the form, perform the following steps:

1. If the user intends to update the record of a specific member, use the Search function to find the member's security record.

   - Click the Search button for **Empl ID** or **Member Name** to launch an LOV that will display all members within the member's district.
   - If necessary, use the wildcard search function to narrow the list of members.
   - Select the desired `{member}` from the LOV by double-clicking on the `{name/ID}`. (Alternatively, click the `{name/ID}` to select it, and then click **OK**.)

   *The member's **Security** tab record appears.*

2. To generate a list of members requiring DIRAUX processing, click any of the three buttons in Table 11-3 below, if the button is red.

NOTE: *A **red** button indicates DIRAUX action is required. When a button is **green**, no DIRAUX action is required. Clicking a green button generates no list because no DIRAUX actions are required.*

Table 11-1 Security Tab Action Buttons

Click Button…	Generate List of…	Take Required Action to…
DO Unfav/OS Fav	Existing members who received a DO unfavorable and an OS favorable security investigation	On **Security** tab, set **DIRAUX Required** and **Member Option** fields to **OS**.
DIRAUX Action	Pending members for whom SECCEN has provided a DO or OS status, and … Existing members who received an OS unfavorable status from SECCEN	Update member status in accordance with SECCEN's security status information.
Member Option?	Members having incomplete **Member Option** field	Determine **Member Option** and select it on **Security** tab.

Clicking a red button generates a list of members requiring DIRAUX processing or other action.

3. On the list, click the member's `{name}` to populate the **Security** tab with the member's `{security information}`.

4. After retrieving a member's `{security record}`, complete/update the personal information fields, such as **Place of Birth**, and so forth. If the member appears on one of the lists described in the table above, complete the required action.

5. Complete the fields in the bottom left block:
    - Check the **DO requested by CG Authority?** check box if the member is expected to be designated DO in the future and his/her designation is currently displaying as OS in the DIRAUX Required field.
    - If the member had a security investigation in the past, complete the **Previous Information** fields.
    - Finally, enter the date in the **DIRAUX subm to SECCEN** field to notify the SECCEN that the member is ready for him/her to process.
6. Click **Save**.

11.2.2 SECCEN User

This section describes how the SECCEN user updates a security record for a member in AUXDATA. To display the Security tab, start at the main AUXDATA menu. Click the

button.

*The **Security** tab appears, similar to the example in the figure below. In the example, the DIRAUX has completed the left side of the form. The dashed red line indicates fields to be completed by the SECCEN user. The red* 

button indicates that other members are ready for SECCEN processing.

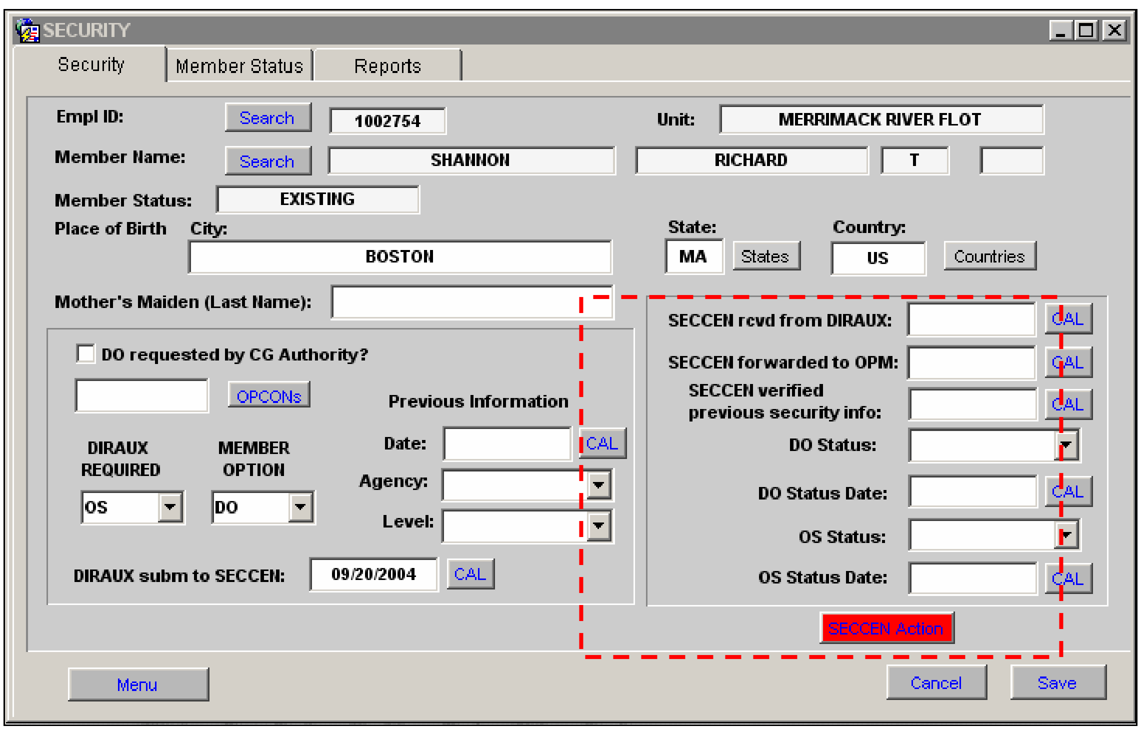


Figure 11-3 SECCEN View of Security Tab

NOTE: *The **SECCEN Action** button is visible only to users assigned the SECCEN role. Conversely, the three colored DIRAUX action buttons are not visible to a user granted only the SECCEN role.*

To complete the SECCEN portion of the **Security** tab, perform the following steps:

1. If the user intends to update the record of a specific member, use the 

function to find the member's `{security record}`.
    - Click the 

button for **Empl ID** or **Member Name** to launch a LOV that will display all members within the member's district.
    - If necessary, use the wildcard search function to narrow the list of members.
    - Select the desired `{member}` from the LOV by double-clicking the `{name/ID}`. (The user can also click the `{name/ID}` to select it, and then click **OK**.)

    *The member's **Security** tab record appears.*
2. To generate a list of members requiring SECCEN action, click the red 

button.
    - The button will generate a list of members requiring SECCEN action.
    - On the list, click a member's `{name/ID}` to select it.

    *The member's **Security** tab information appears, similar to **Figure 11.3** above.*
3. Complete the fields in the bottom right block (fields outlined in red in **Figure 11.3**).
4. Click **Save**.

11.3 Member Status

Use the **Member Status** tab to view information on a selected member, such as current certified competencies, and to update a member's status and the unit he/she is assigned to. This screen is shown in the following figure:

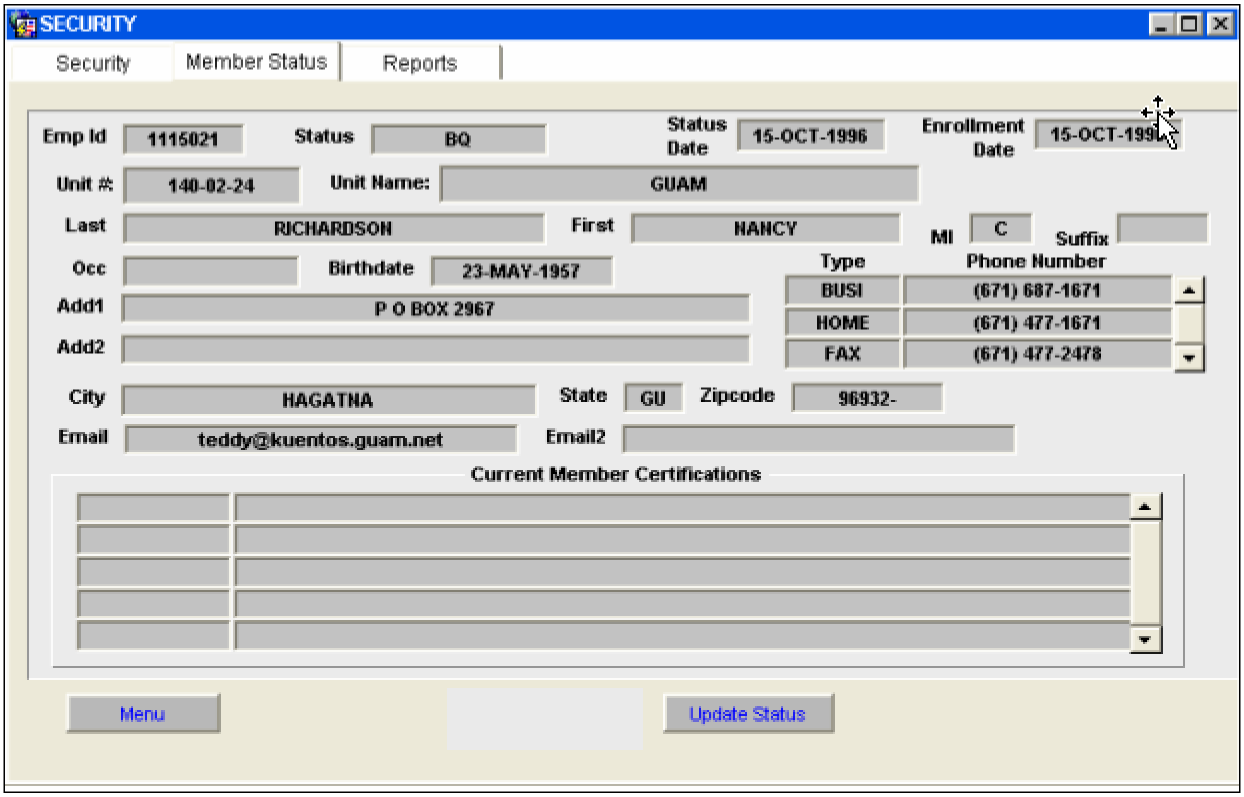


Figure 11-4 Member Status Screen

11.3.1 Updating a Member's Status

Only DIRAUX users can update a member's status. To update a member's status after the SECCEN has indicated either a DO or OS status, perform the following steps:

1. Click the **Update Status** button.

   The Update Member Status screen appears, similar to the following:

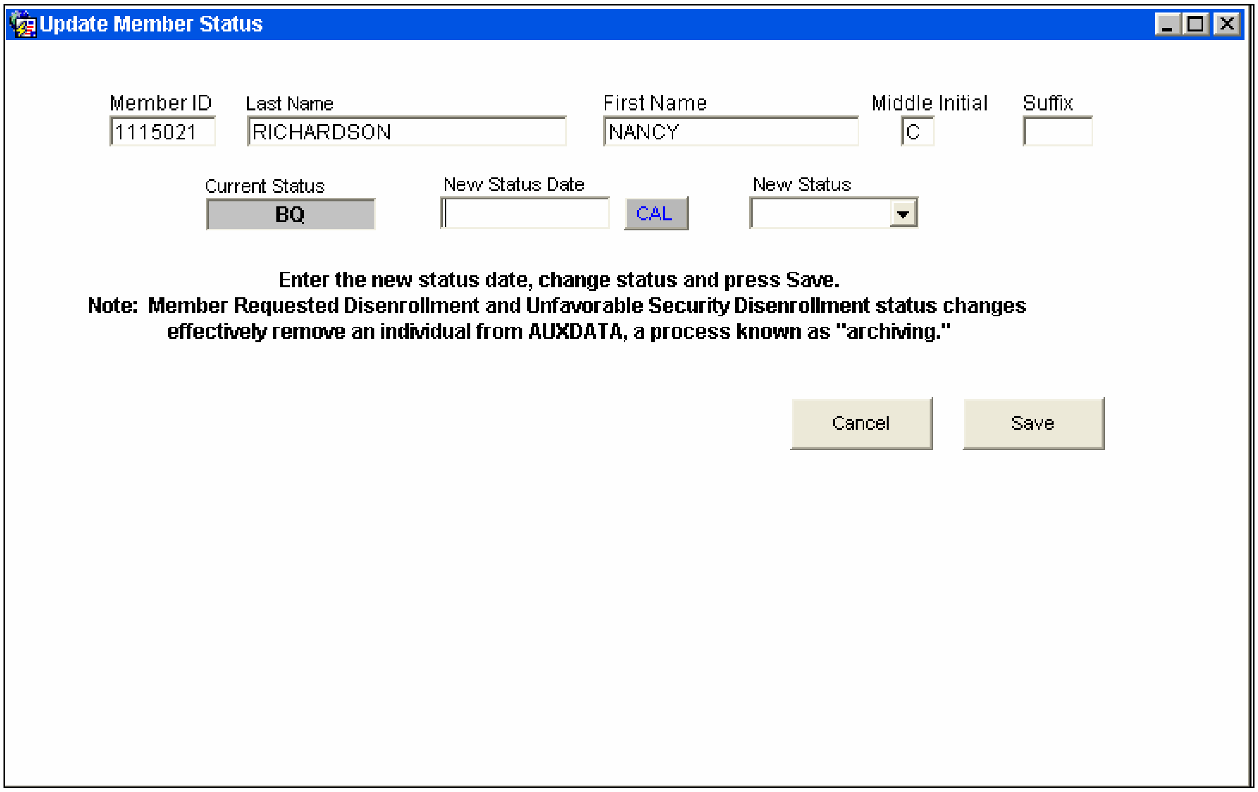


Figure 11-6 Update Member Status Screen

2. Enter a `{New Status Date}`, and then select from the drop-down menu a new `{status}`.
3. Click **Save**.

11.4 Security Reports

The **Reports** tab of the main Security screen takes the user to the security Reports menu, from which the Security Tracking Report and the DO Unfavorable Report may be launched. Additional security reports will be available in the near future.

11.4.1 Security Tracking Report

Run a Security Tracking Report to retrieve member security data entered through the Security screen and to determine member security status. To run this report, perform the following steps:

1. At the main Security screen, click the **Reports** tab.

    A Reports menu appears, similar to the following:

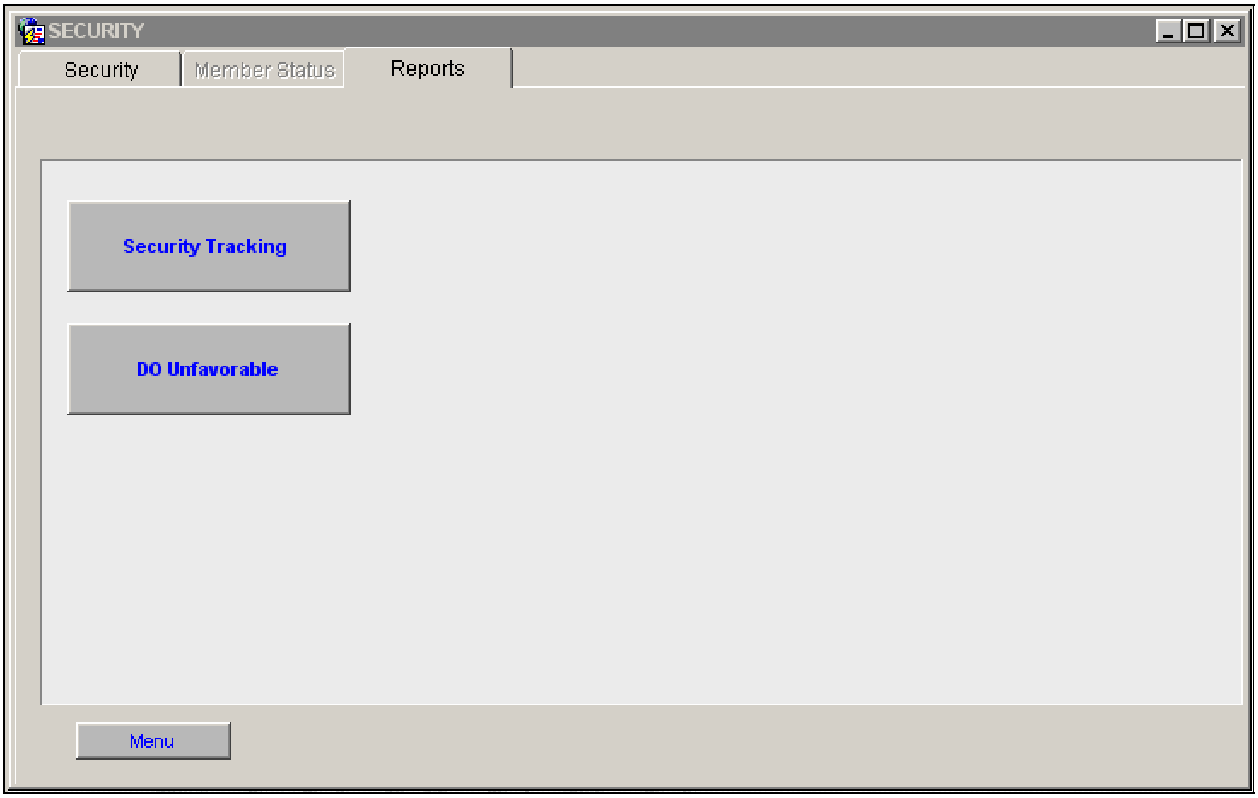


Figure 11-7 Reports Menu

2. On the **Reports** tab, click the 

button.

The Security Tracking Report selection (parameter) screen appears, similar to the following:

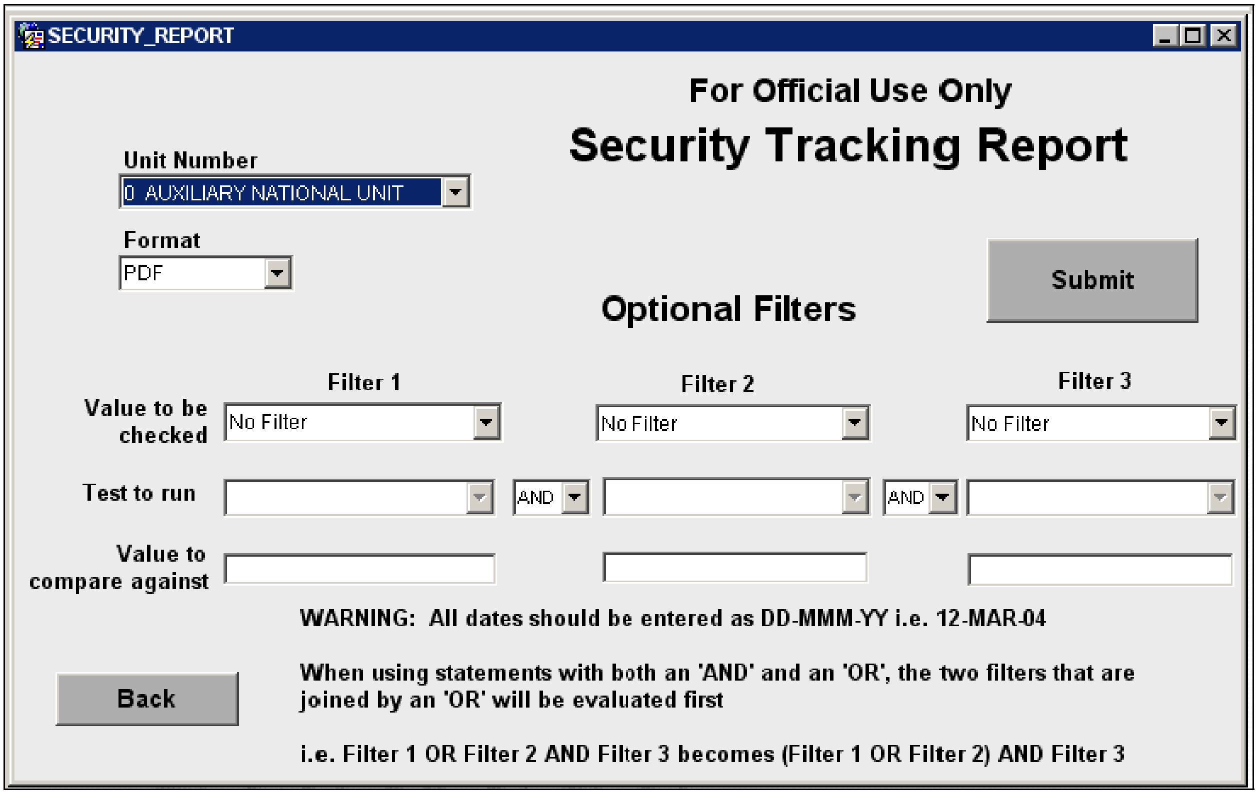


Figure 11-8 Security Tracking Report Selection Screen

3. Select the `{unit}` from the **Unit Number** drop-down in the top left of the screen. For District-level users, only the user's district will appear on the Unit Number menu. For National-level users, all units will be available from the Unit Number menu, including the National unit and all District-level units.

4. Use the **Format** drop-down to select the `{format}`, either **PDF** or **CSV**, in which to generate the report.

5. The selection screen provides three filters to define the criteria for selecting member records to appear on the Security Tracking Report. Use Filter 1 to define the first selection criterion. Select the `{item}` to be filtered (Last Name, for example) from the **Value to be checked** drop-down.

6. At the **Test to run** drop-down for Filter 1, select an `{option}` (for example, Equals). These options may vary with the particular **Value to be checked** selected in the previous step.

NOTE 1: *Selecting **Is Empty** as the Test to run will return only persons (member records) for whom that particular value is not filled in. Choosing **Is Empty** does not require a Value to compare against (Step 7).*

NOTE 2: *Selecting **Equals** will return only records where the Value to be checked equals the specified Value to compare against. When selecting **Equals**, the user must select a Value to compare against in Step 7.*

7. Enter the **Value to compare against** in the last box under Filter 1. For example, if the user selected **Last Name** as the Value to be checked, Equals as the Test to run, and Smith as the Value to compare against, the Security Tracking Report would show security records for all members with the last name of Smith.

NOTE 1: *All dates should be entered in DD-MMM-YY format; for example, **12-MAY-04**.*

NOTE 2: *The data appearing on the sample Security Tracking Report, **Figure 11-9**, illustrates values (and data formats) that could be entered in the Value to compare against drop-down.*

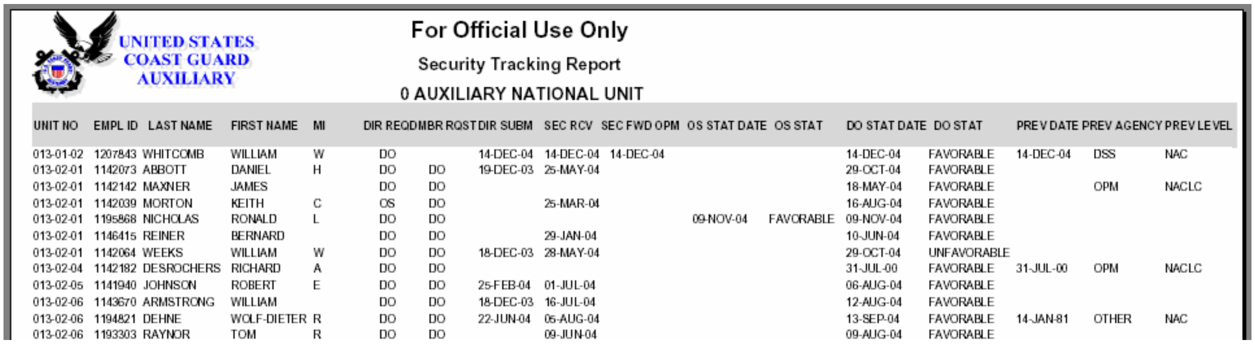
8. Use up to two additional filters (**Filter 2** and **Filter 3**) to further refine the record selection criteria, if desired. Complete these filters in the same manner as Filter 1.

9. When using more than one filter, select from the And/or drop-down between the filters. Selecting **Or** between two filters will return member records that satisfy *either* of the two filter criteria. Selecting **And** will return member records that satisfy *both* criteria.

NOTE: *When all three filters are combined with both And and Or connectors, the two filters that are joined by an Or will be evaluated first in selecting member records to appear on the report.*

10. Click the Submit button.

The Security Tracking report appears, similar to the following:



UNITED STATES COAST GUARD AUXILIARY

For Official Use Only

Security Tracking Report

0 AUXILIARY NATIONAL UNIT

UNIT NO	EMPL ID	LAST NAME	FIRST NAME	MI	DIR REQD	MBR RQST	DIR SUBM	SEC RCV	SEC FWD OPM	OS STAT DATE	OS STAT	DO STAT DATE	DO STAT	PREV DATE	PREV AGENCY	PREV LEVEL
013-01-02	1207843	WHITCOMB	WILLIAM	W	DO		14-DEC-04	14-DEC-04	14-DEC-04			14-DEC-04	FAVORABLE	14-DEC-04	DSS	NAC
013-02-01	1142073	ABBOTT	DANIEL	H	DO	DO	19-DEC-03	25-MAY-04				29-OCT-04	FAVORABLE			
013-02-01	1142142	MAXNER	JAMES		DO	DO						18-MAY-04	FAVORABLE		OPM	NACLC
013-02-01	1142039	MORTON	KEITH	C	OS	DO		25-MAR-04				16-AUG-04	FAVORABLE			
013-02-01	1195868	NICHOLAS	RONALD	L	DO	DO				09-NOV-04	FAVORABLE	09-NOV-04	FAVORABLE			
013-02-01	1146415	REINER	BERNARD		DO	DO		29-JAN-04				10-JUN-04	FAVORABLE			
013-02-01	1142064	WEEKS	WILLIAM	W	DO	DO	18-DEC-03	28-MAY-04				29-OCT-04	UNFAVORABLE			
013-02-04	1142182	DESROCHERS	RICHARD	A	DO	DO						31-JUL-00	FAVORABLE	31-JUL-00	OPM	NACLC
013-02-05	1141940	JOHNSON	ROBERT	E	DO	DO	25-FEB-04	01-JUL-04				06-AUG-04	FAVORABLE			
013-02-06	1143670	ARMSTRONG	WILLIAM		DO	DO	18-DEC-03	16-JUL-04				12-AUG-04	FAVORABLE			
013-02-06	1194821	DEHNE	WOLF-DIETER	R	DO	DO	22-JUN-04	05-AUG-04				13-SEP-04	FAVORABLE	14-JAN-81	OTHER	NAC
013-02-06	1193303	RAYNOR	TOM	R	DO	DO		09-JUN-04				09-AUG-04	FAVORABLE			

Figure 11-9 Security Tracking Report Screen

11. When finished with the report, close it by clicking the X at the upper right-hand corner of the window. Closing the report will return the user to the Security Reports selection (parameter) screen.

11.4.2 DO Unfavorable Report

The DO Unfavorable report displays members who received an Unfavorable result on a security investigation, along with any competencies removed because of the security investigation. The report is sorted first by unit, then member within unit.

To generate the report, perform the following steps:

1. At the main Security screen, click the **Reports** tab.

*The **Reports** tab opens, displaying the security reports available.*

2. On the **Reports** tab, click the 

button.

The DO Unfavorable report appears, similar to the following sample report:

UNITED STATES COAST GUARD AUXILIARY

Members Set to DO Unfavorable and Competencies Removed (If Any)

As of: May 4, 2005 1:04 PM

UNIT #	EMPL I	LAST NAME	FIRST NAME	COMPETENCY	STATUS
081-05-05	1184037	MILLER	MAX	BOAT CREW CREWMEMBER	NOT CERTIFIED SECURITY
081-05-05	1206129	ZIMMERMANN	DUSTYN		
081-05-05	1208188	ZIMMERMANN	LINSEY		
081-07-01	1194743	SUGAREK	WILLIAM		
114-04-03	1174933	DENSMORE	RICHARD	BOAT CREW COXSWAIN	NOT CERTIFIED SECURITY
				PERSONAL WATERCRAFT OPERATOR	NOT CERTIFIED SECURITY
114-09-05	1148066	KOCHER	JAMES	BOAT CREW COXSWAIN	NOT CERTIFIED SECURITY

Figure 11-10 DO Unfavorable Report

NOTE: *The report does not produce real-time data. Data is generated from a nightly run, which also rescinds any competencies granted members having a DO Unfavorable security investigation.*

APPENDIX A

ACTIVITY LOGS BUTTON FLOW CHARTS

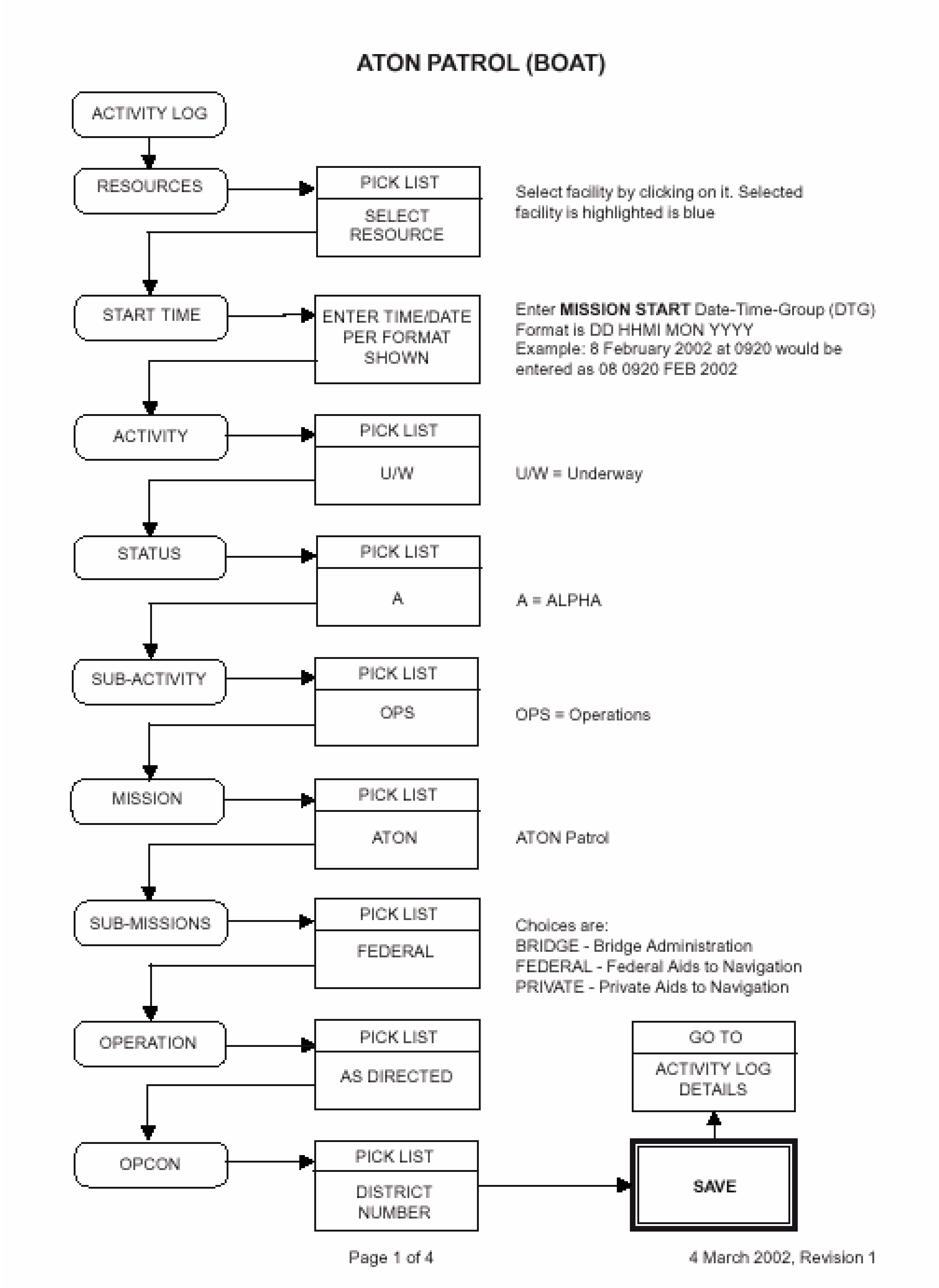


Figure A-1 ATON PATROL Workflow Page 1

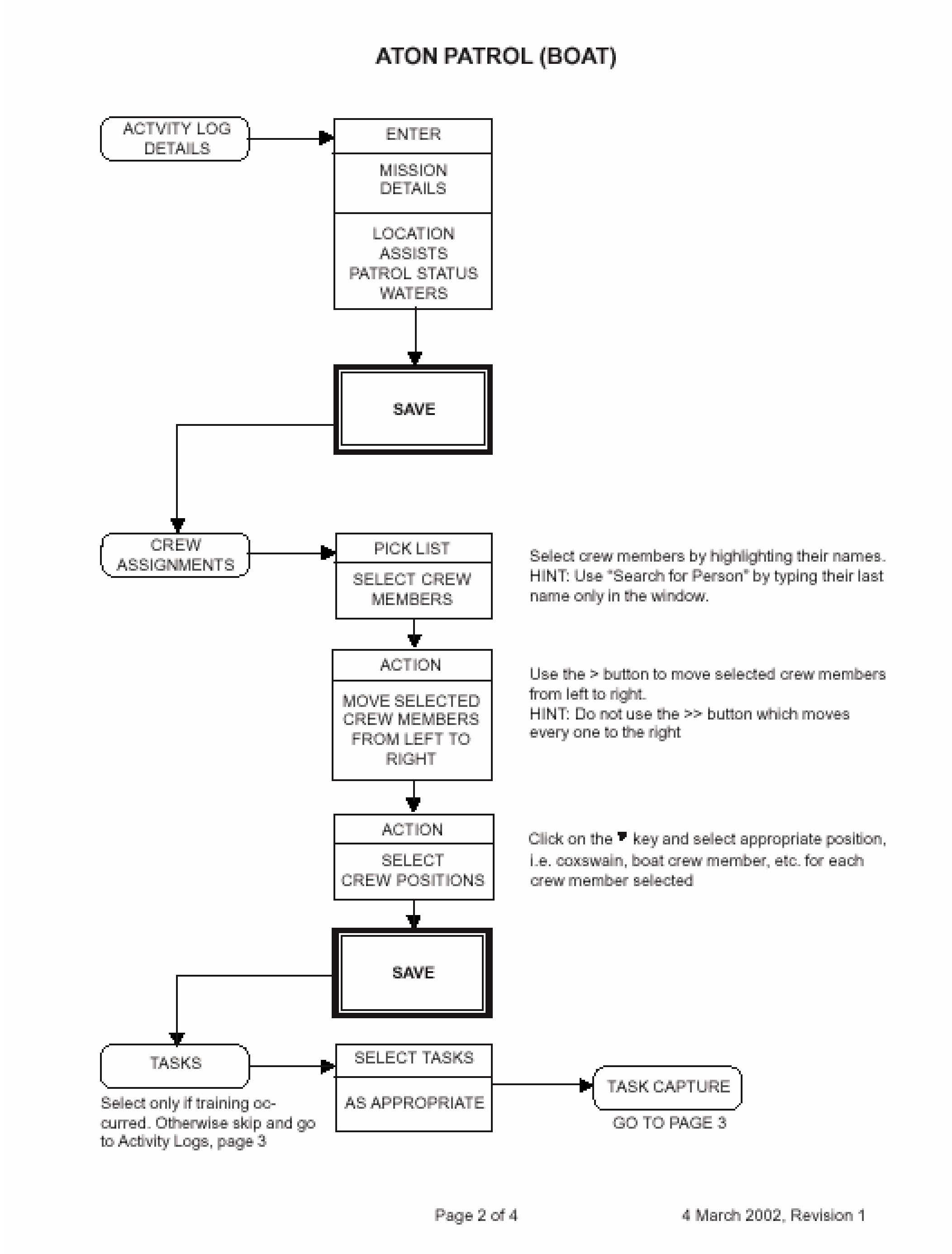


Figure A-2 ATON PATROL Workflow Page 2

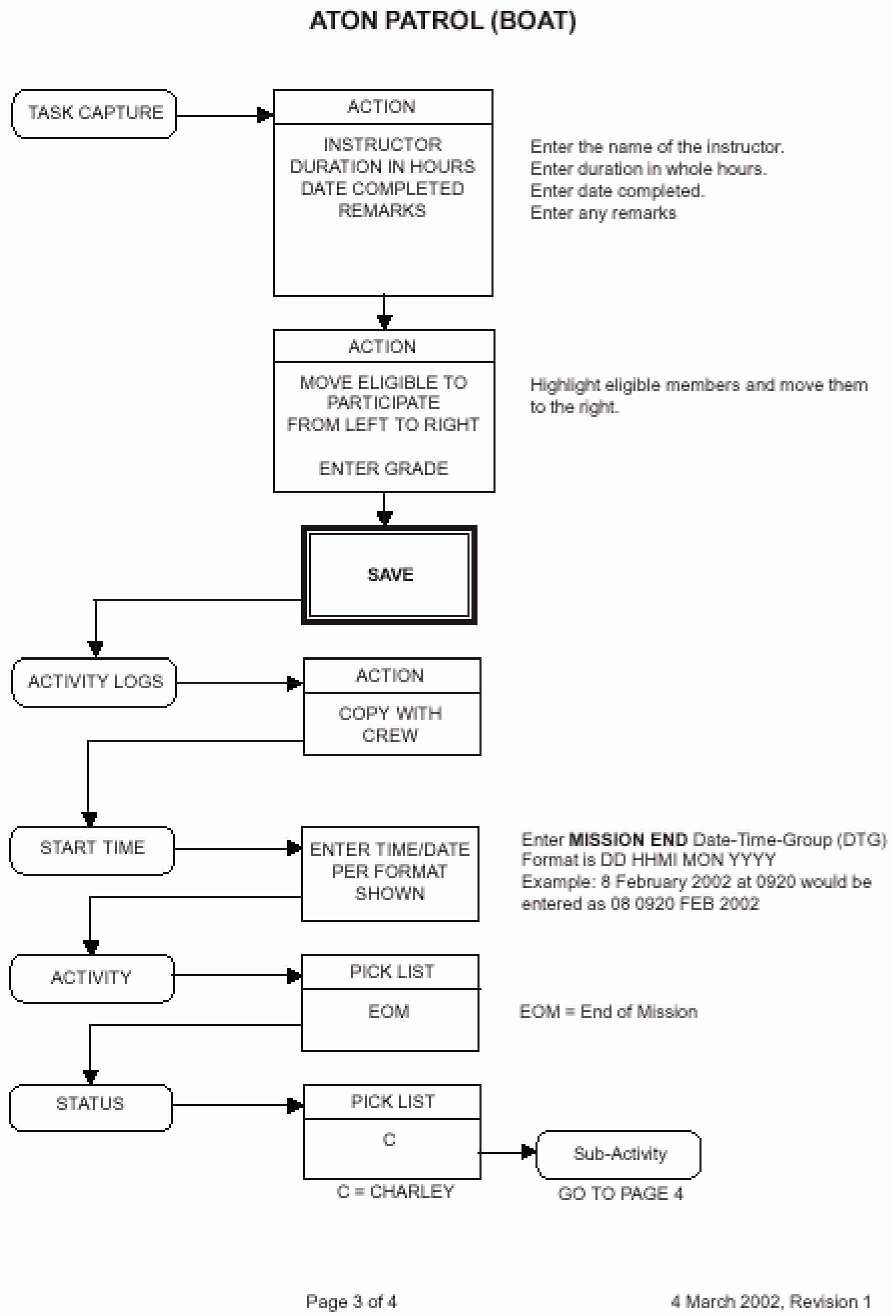


Figure A-3 ATON PATROL Workflow Page 3

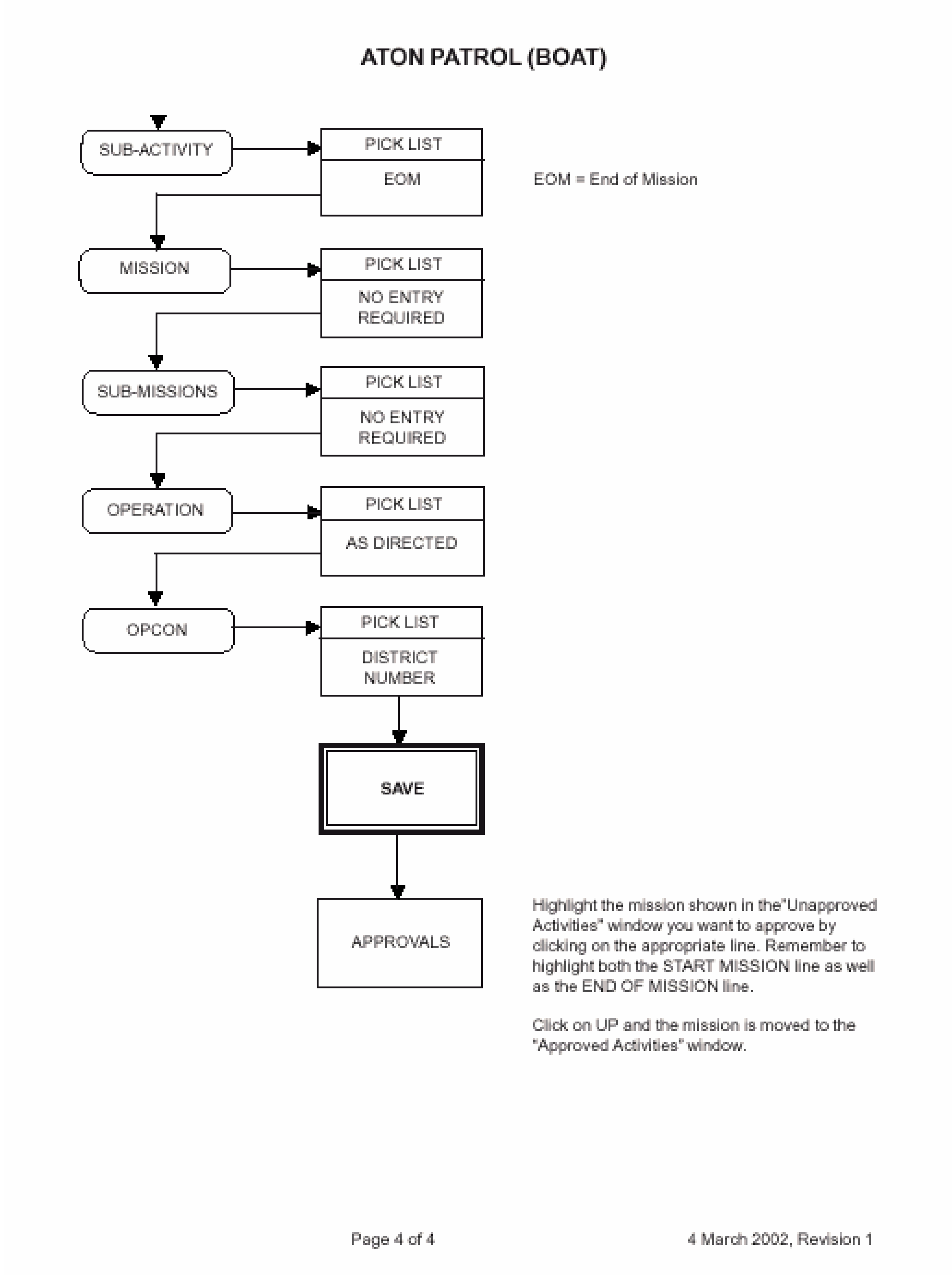


Figure A-4 ATON Patrol Workflow Page 4

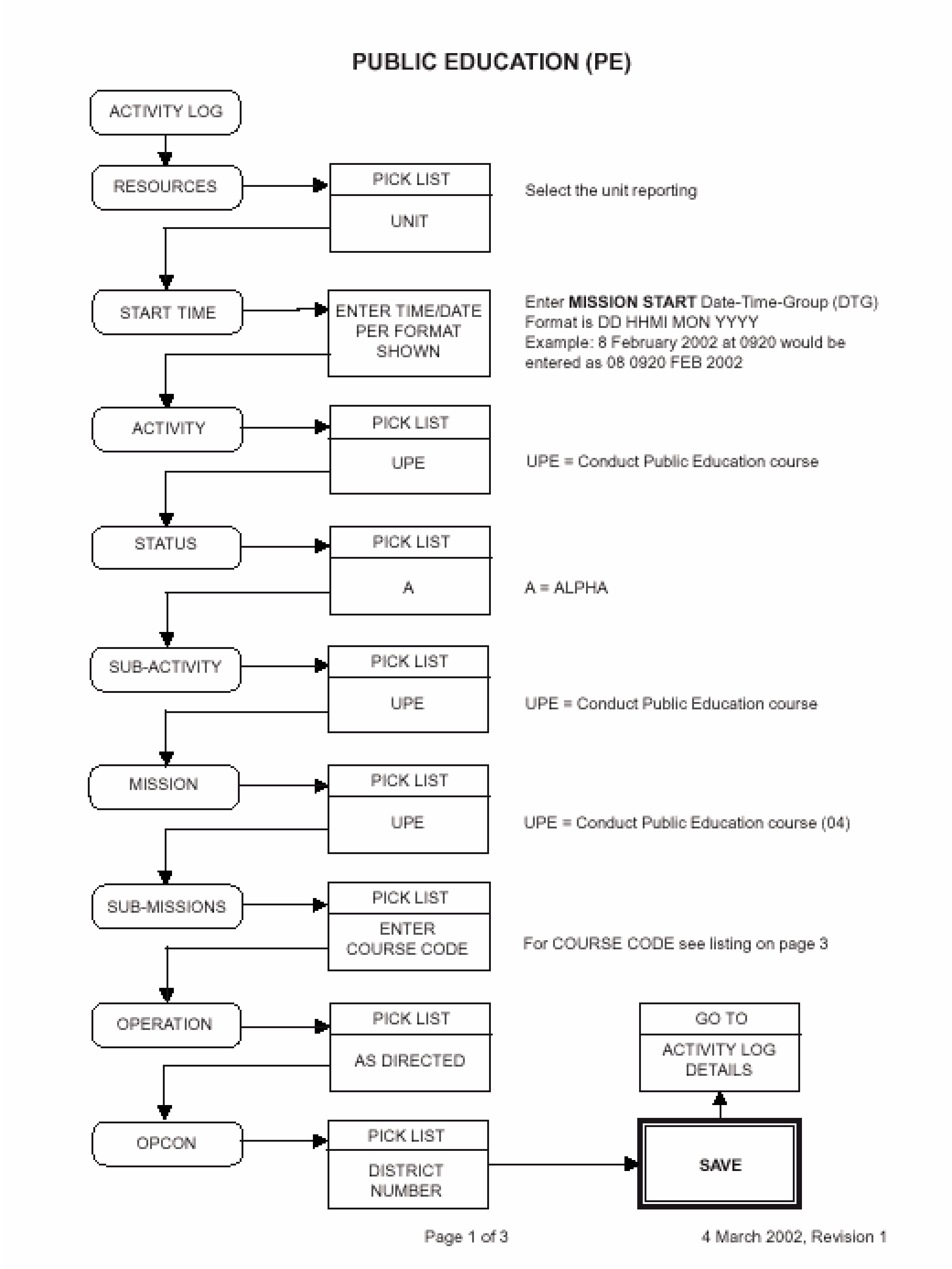


Figure A-5 Public Education Workflow Page 1

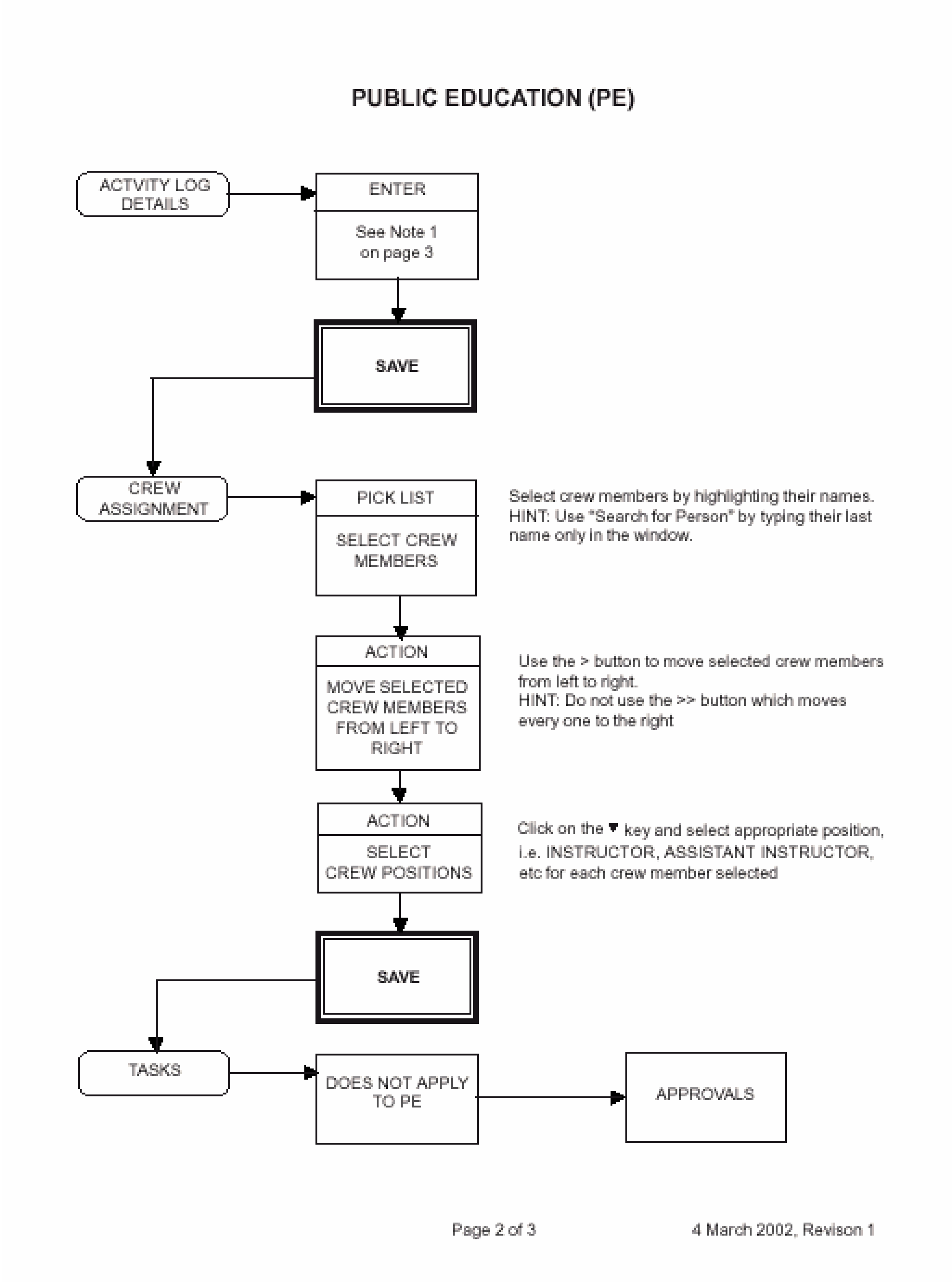


Figure A-6 Public Education Workflow Page 2

PUBLIC EDUCATION (PE)

Public Education Course Codes:

B10L	Boating Skills and Seamanship (10 to13-L)
B13L	Boating Skills and Seamanship (13-L)
B6L	Boating Skills and Seamanship (6-L Core)
B7L	Boating Skills and Seamanship (7 to 9-L)
BCN	Basic Coastal Navigation (8-L)
BSC	Boating Safely (4-L)
ACN	Advanced Coastal Navigation (14-L)
NBA	National Board Authorized 1 Lesson (1-L)
OWT	On The Water Training
PEABC	Americas Boating Course
PEBF	Boating Fun
PEGPS	Global Positioning System
PESF	Sailing Fundamentals
PEWE	Waypoints Course
PWC	Personal Watercraft Course
STATE	State Boating Course
SAILING	Let's Go Sailing

Note 1: Public Education Details:

Public Education Details are entered only at the last class session of the course being taught. But do enter the number of HOURS taught after every class session for the duration of the course.

Number of Enrollees
Total Number of Graduates
State Boating Course
Total Number of Enrollees 17 and under
Total Number of Graduates 17 and under
State Class Taught in (Two letter abrevation of the State)

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Figure A-7 Public Education Workflow Page 3

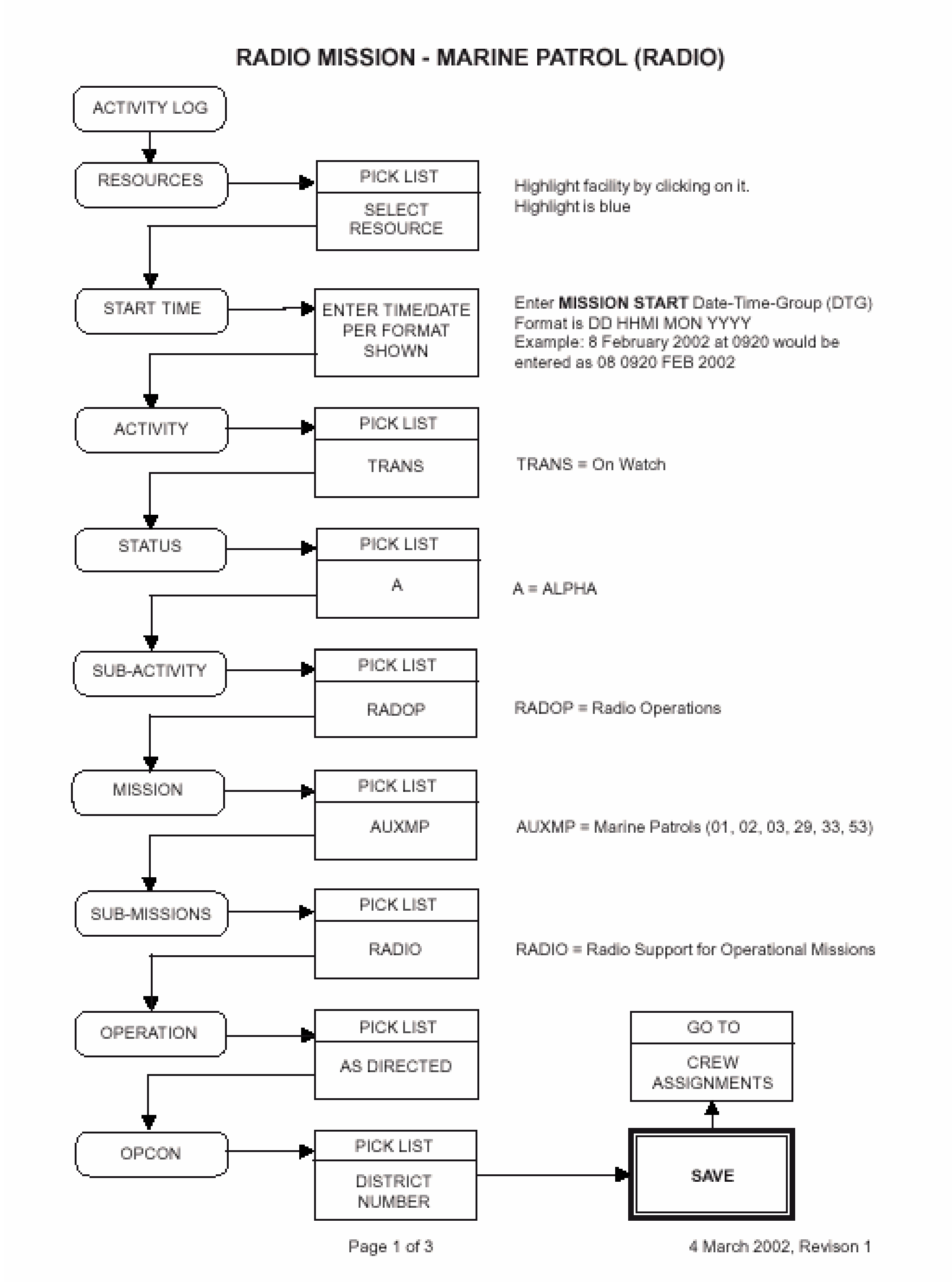

Figure A-8 Radio Mission Workflow Page 1

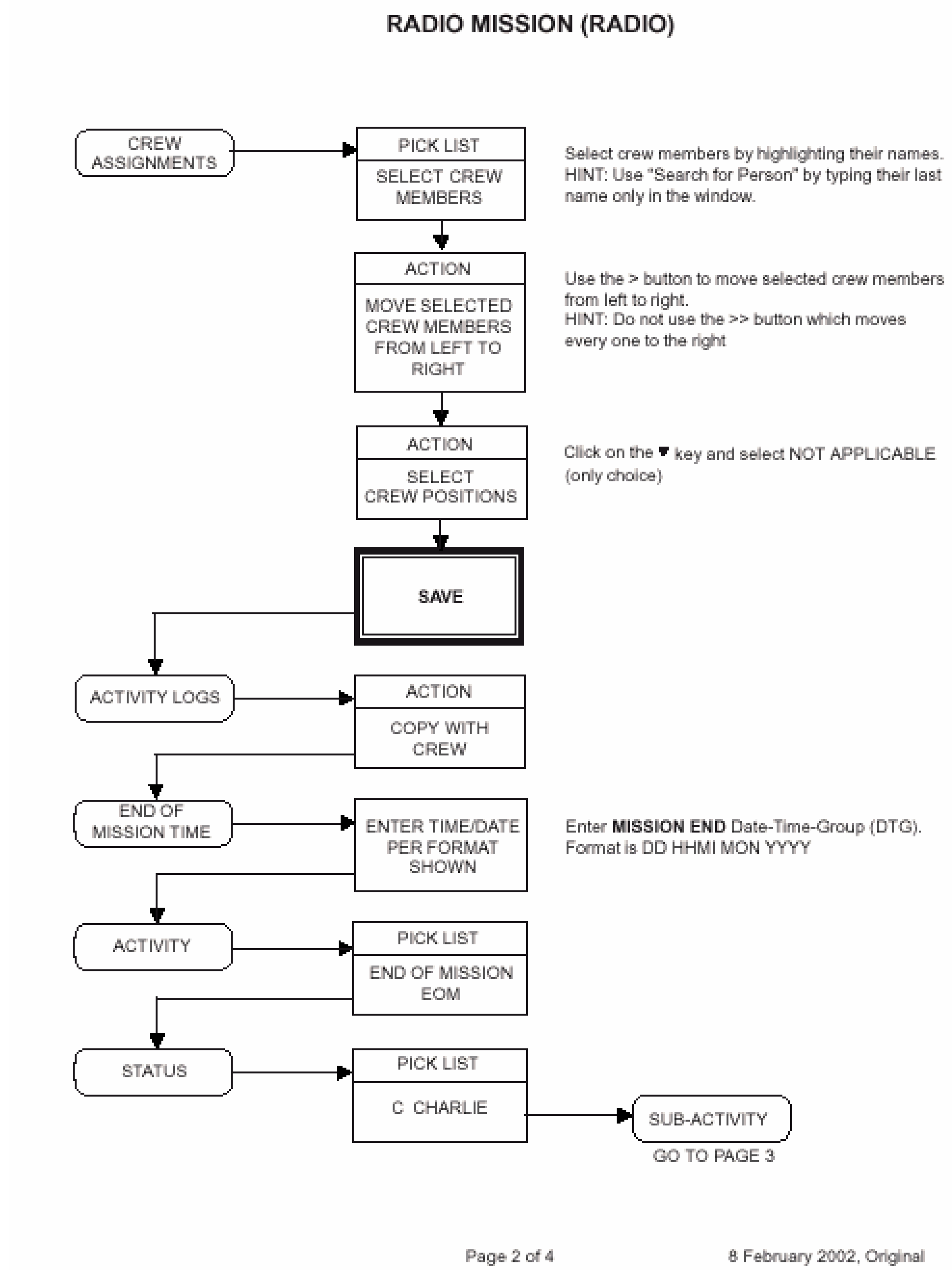

Figure A-9 Radio Mission Workflow Page 2

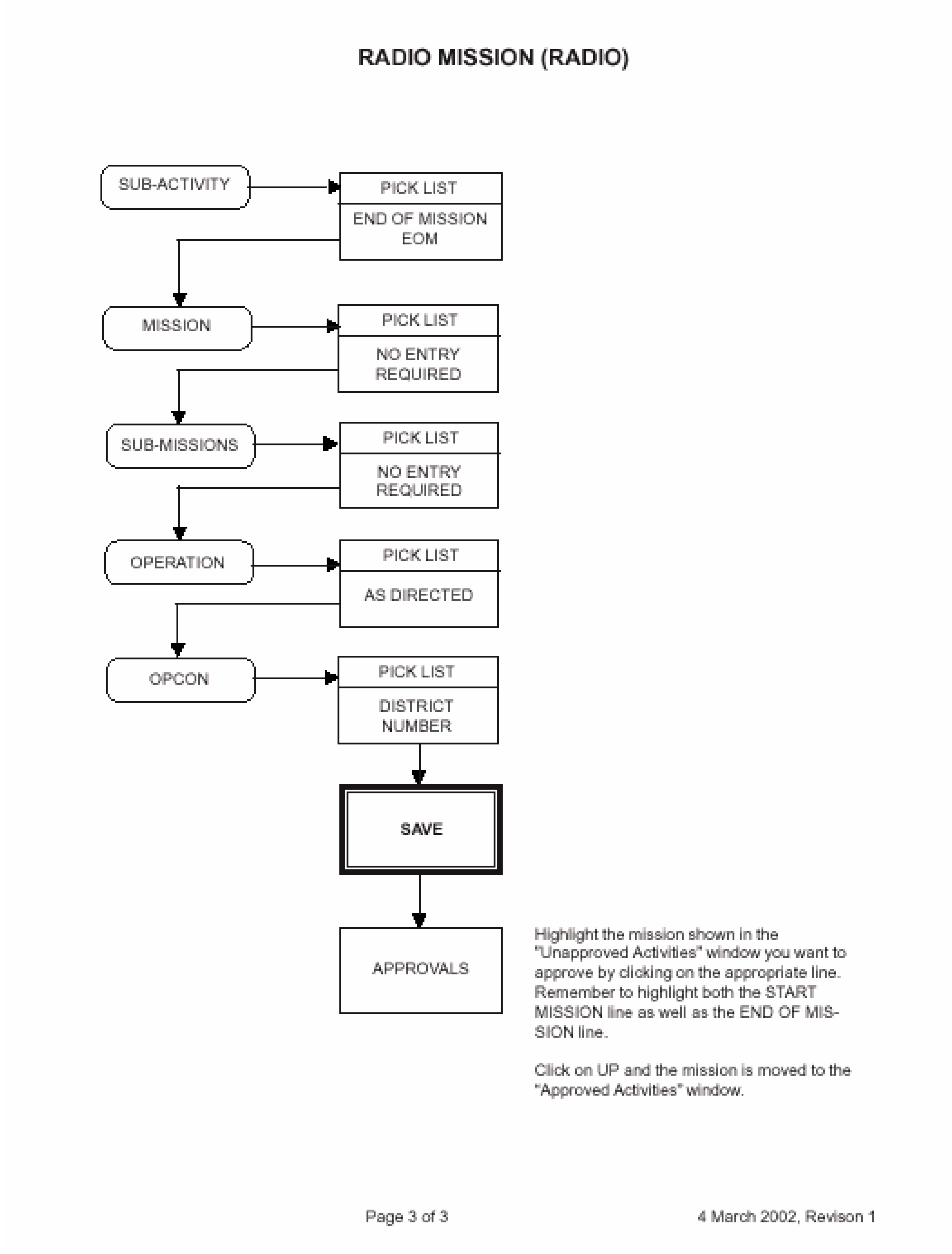

Figure A-10 Radio Mission Workflow Page 3

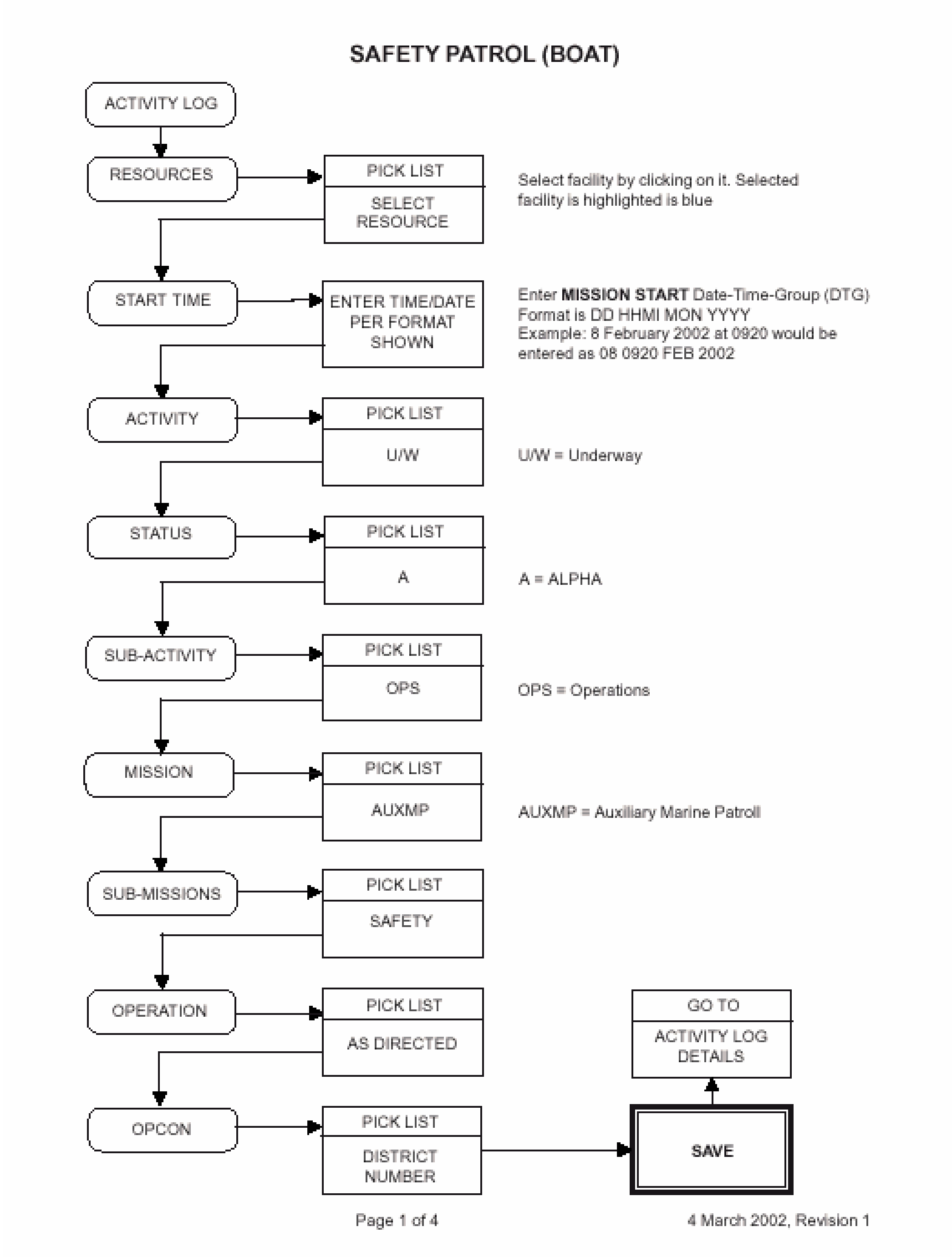

Figure A-11 Safety Patrol Workflow Page 1

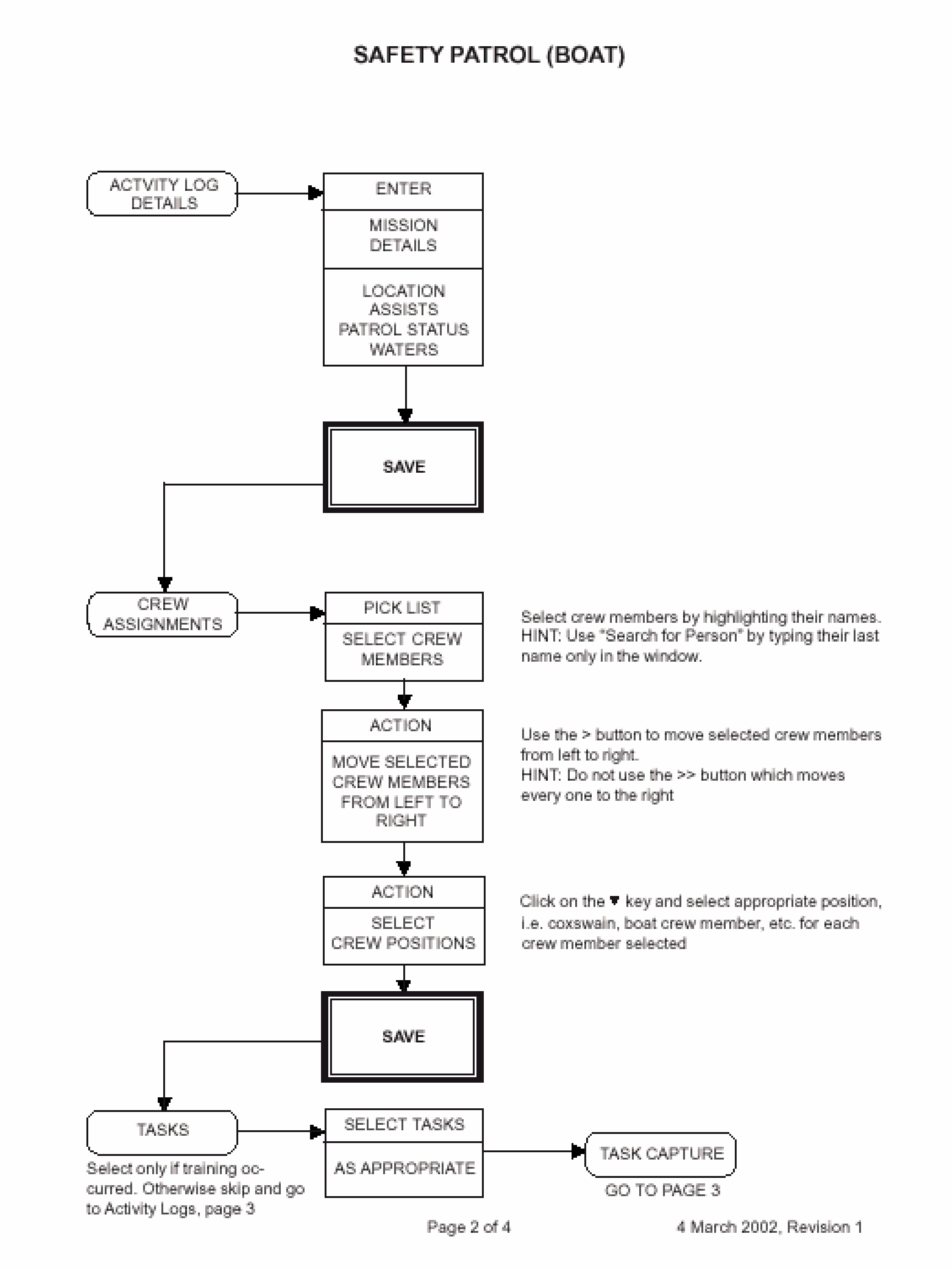

Figure A-12 Safety Patrol Workflow Page 2

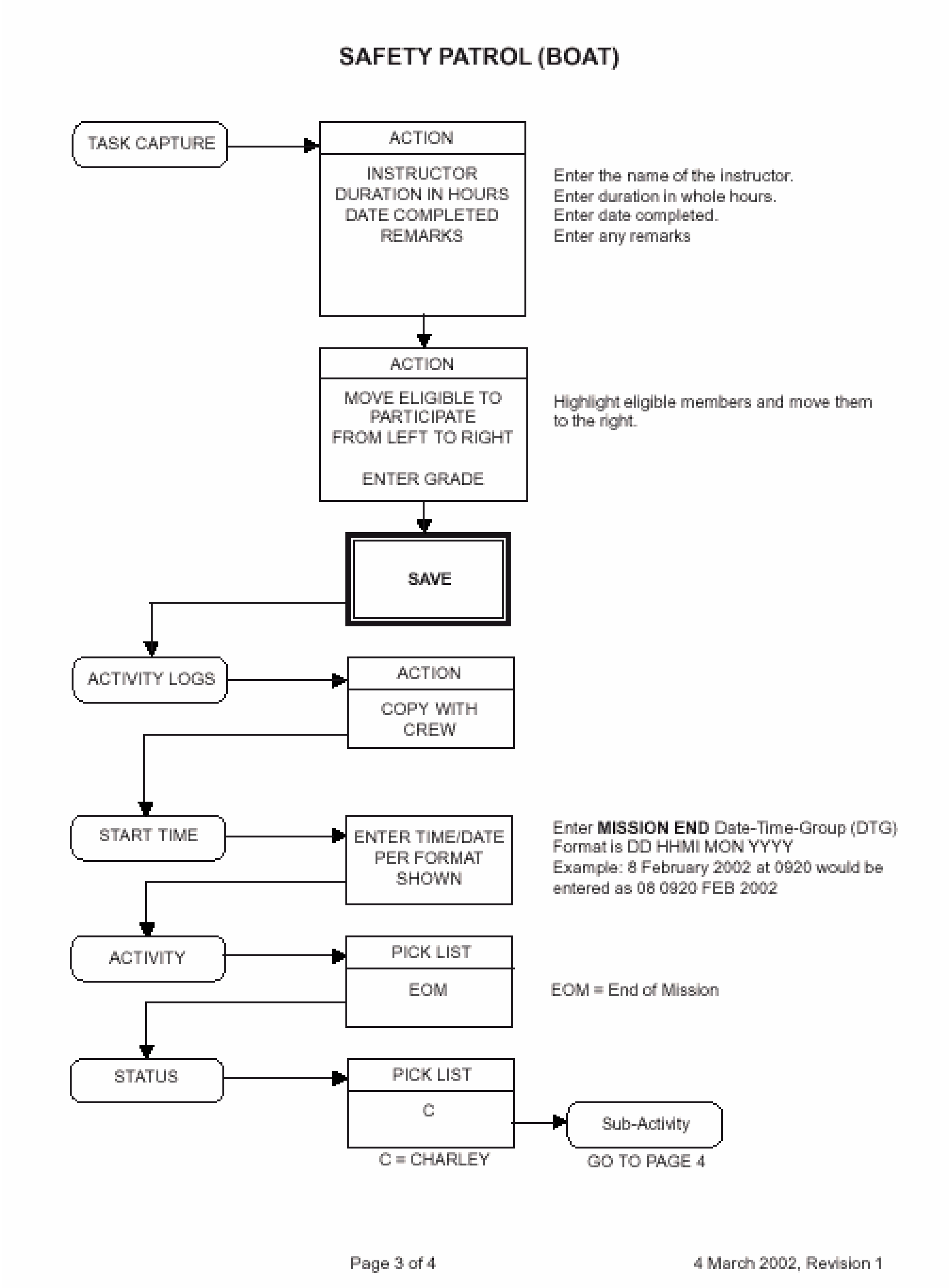

Figure A-13 Safety Patrol Workflow Page 3

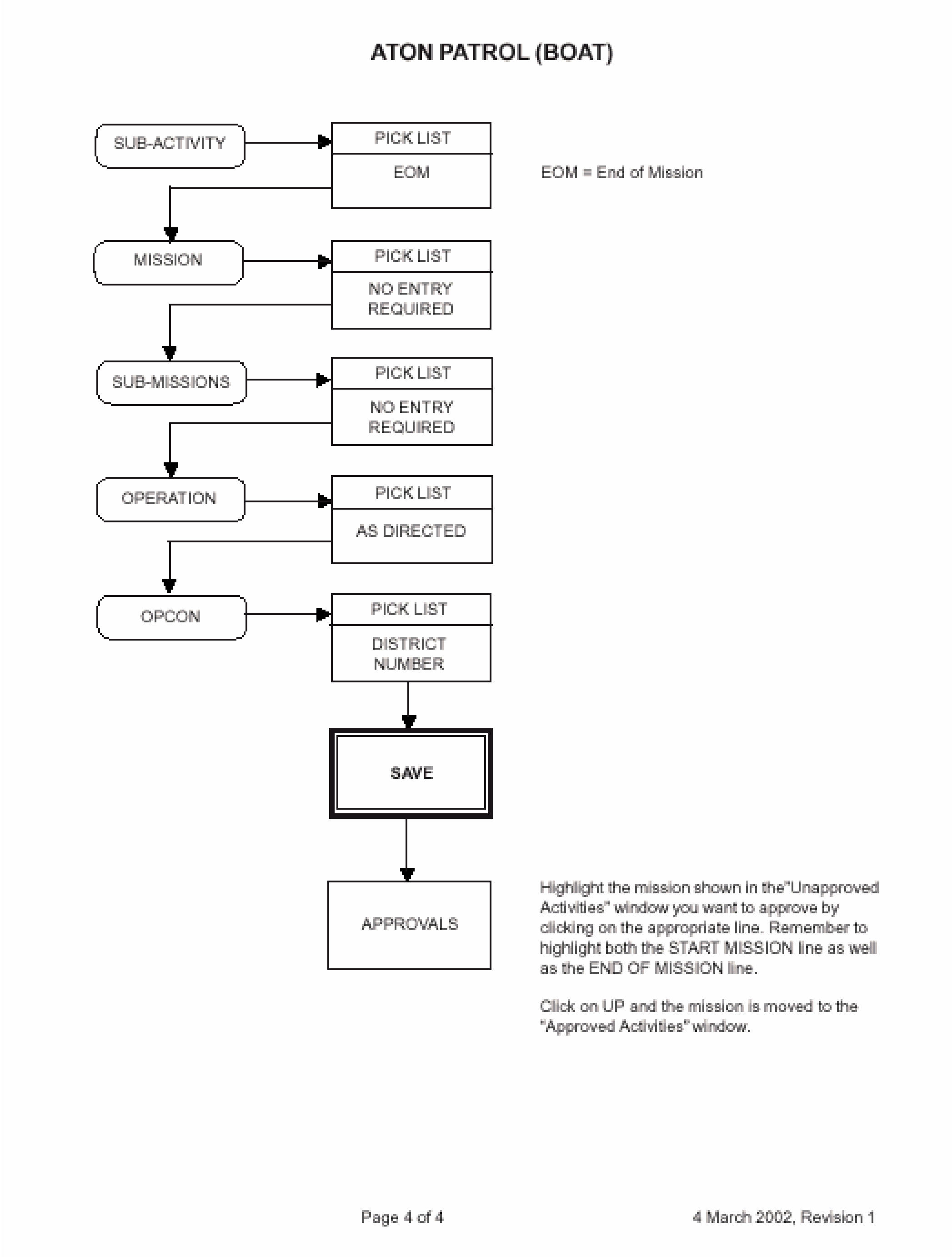

Figure A-14 Aton Patrol Workflow

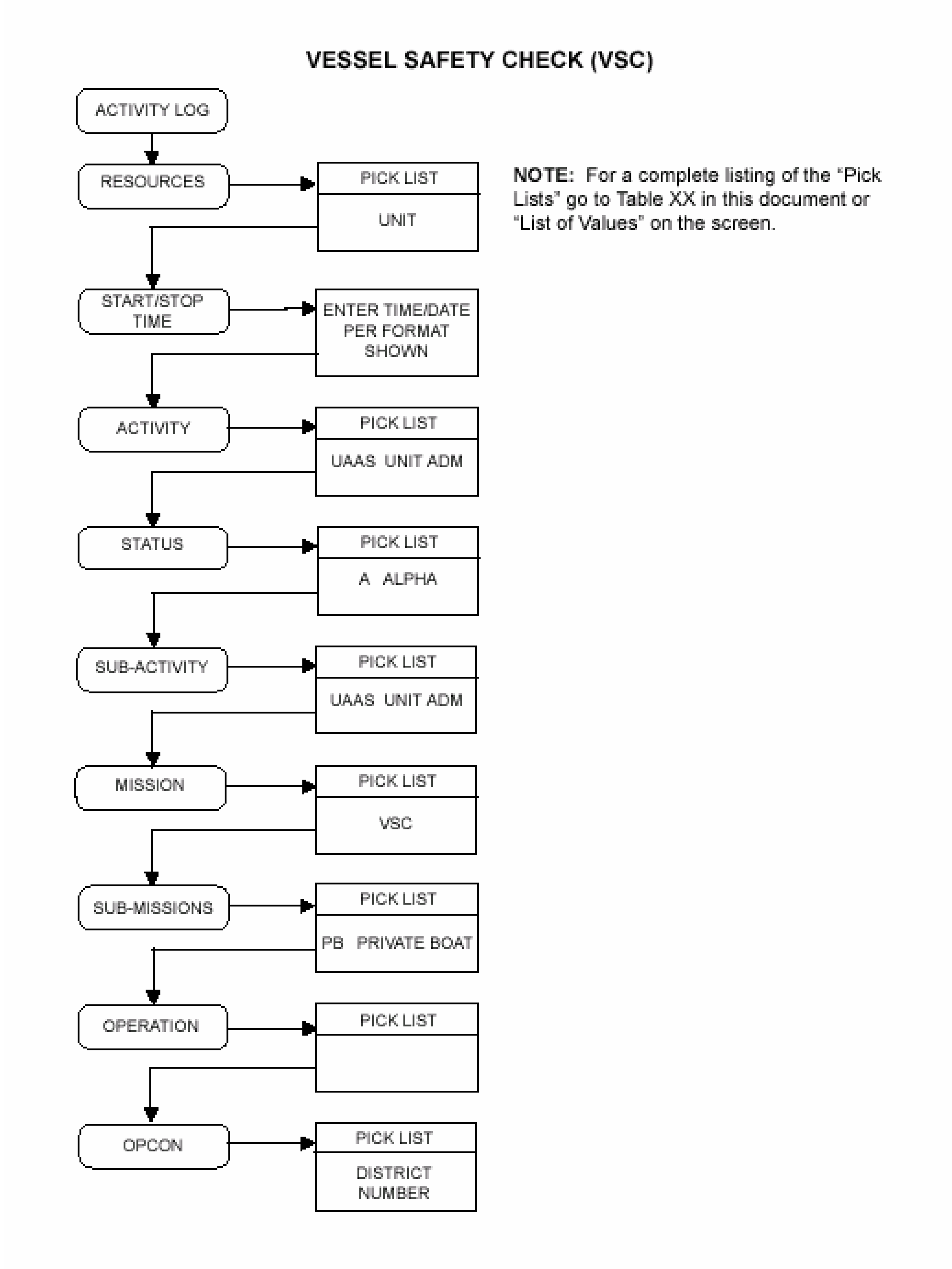

Figure A-15 Vessel Safety Check Workflow

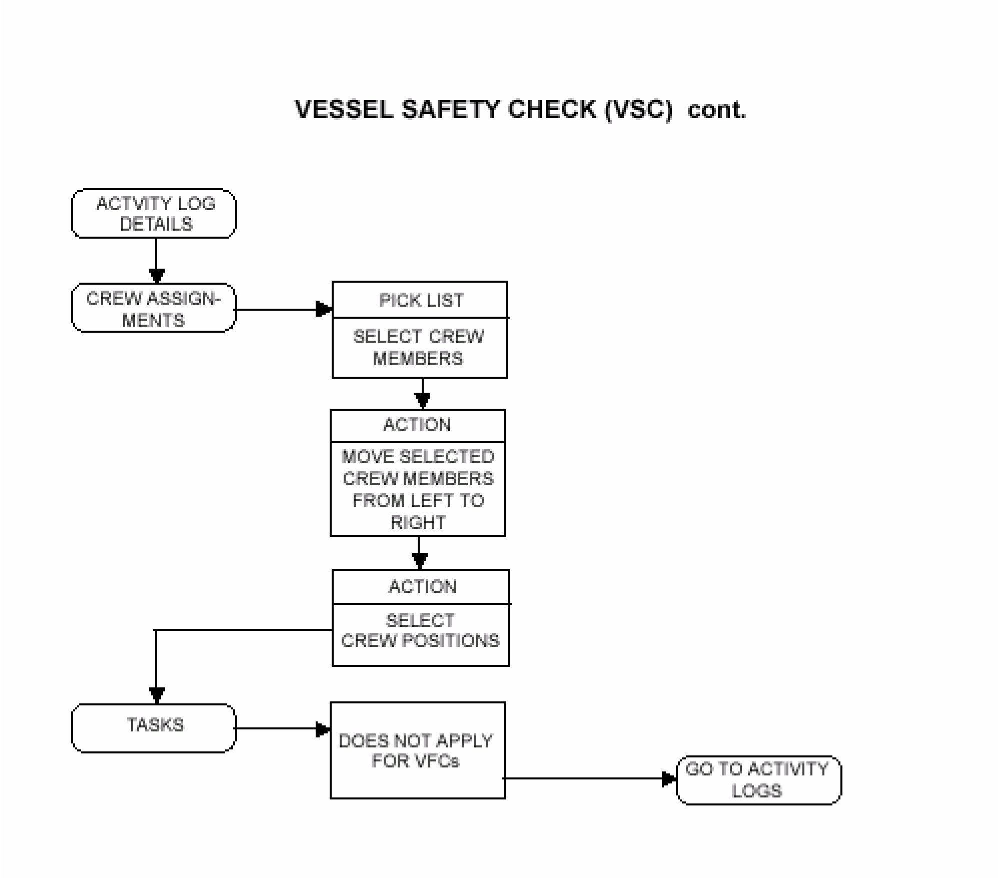

Figure A-16 Vessel Safety Check Workflow Continued

APPENDIX B

PRINTING REPORTS THROUGH THE CITRIX SERVER

Users can print reports as well as save them to their local computers through the CITRIX server. Use the following link to access the Citrix server**:** http://auxdata.uscg.gov/html/launch/citrix-ica/auxdataprod.ica. If any problems occur while trying to access the link from this document, copy and paste the link into the address line of a Web browser.

To print reports through the CITRIX server, perform the following steps:

1. Log on to AUXDATA, and then select **Reports**.

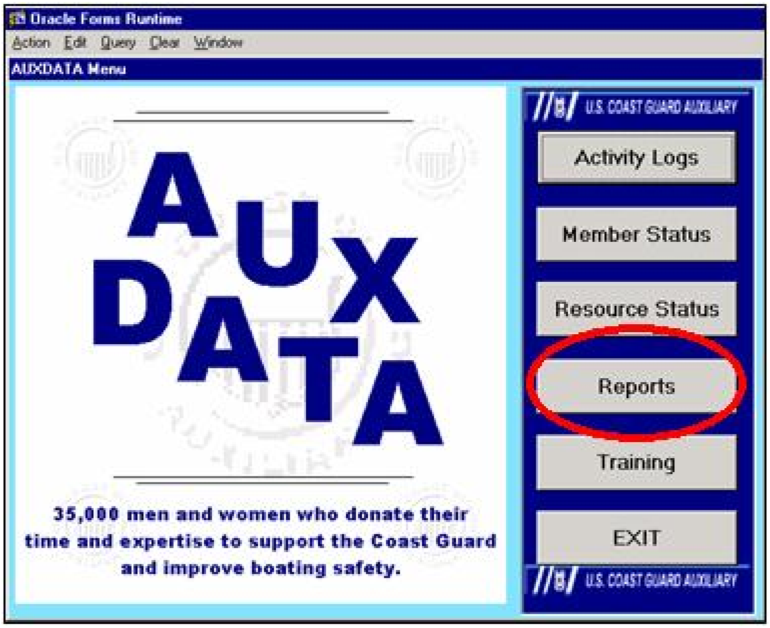

Figure B-1 AUXDATA Reports Button

2. Select **Email Directory**.

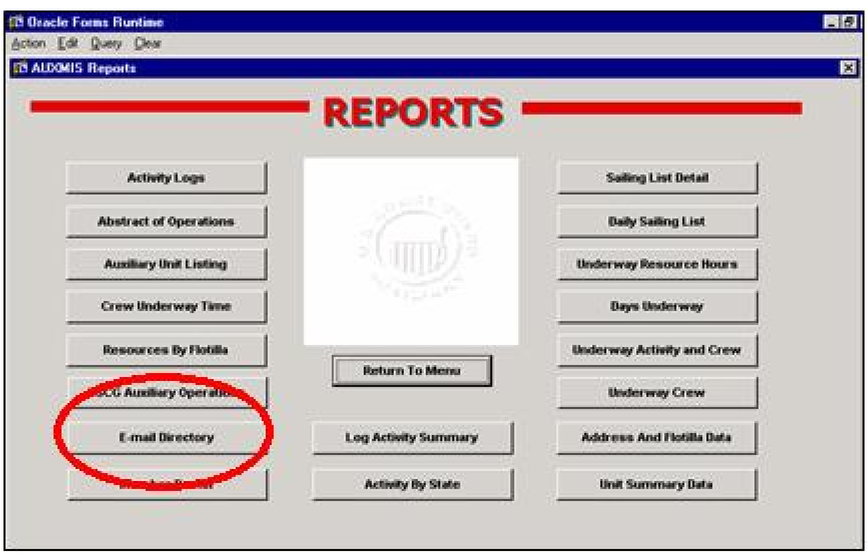

Figure B-2 E-mail Directory

3. Select the appropriate *{flotilla}*, and then click Submit.

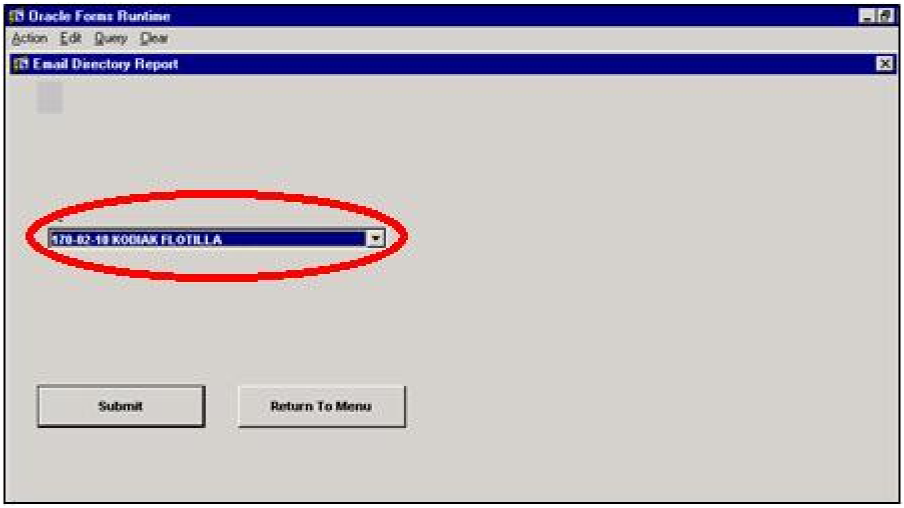

Figure B-3 Selecting Flotilla

4. Select **File**, and then click **Print**.

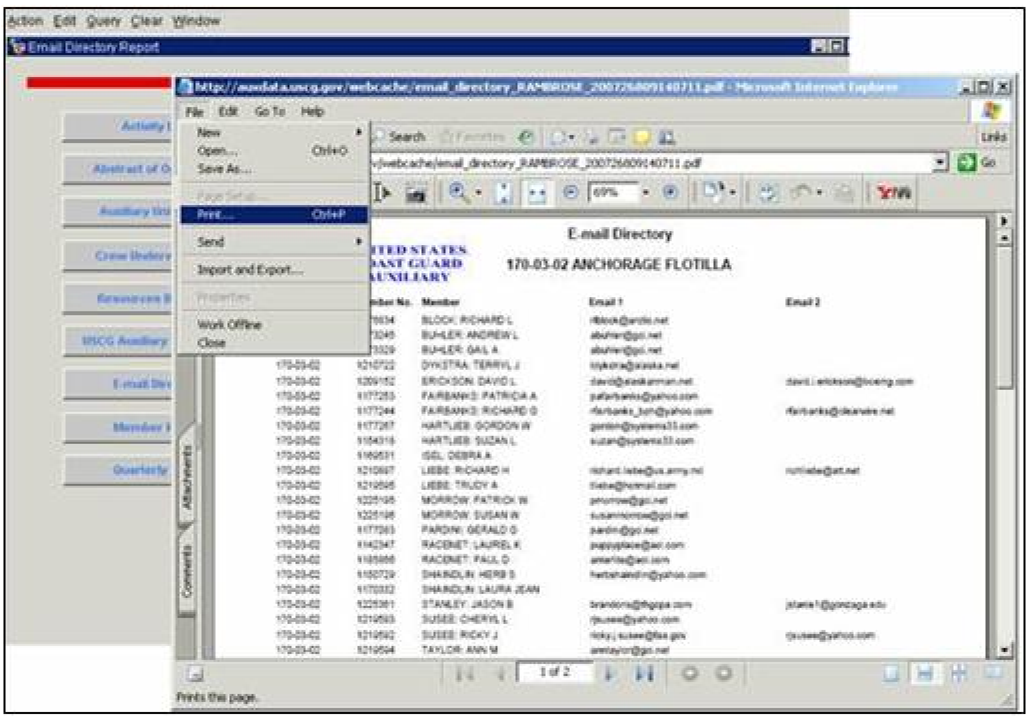

Figure B-4 Print Command

The Print dialog box opens

5. Select the default printer, select the desired *{number}* of copies, and then click **OK**.

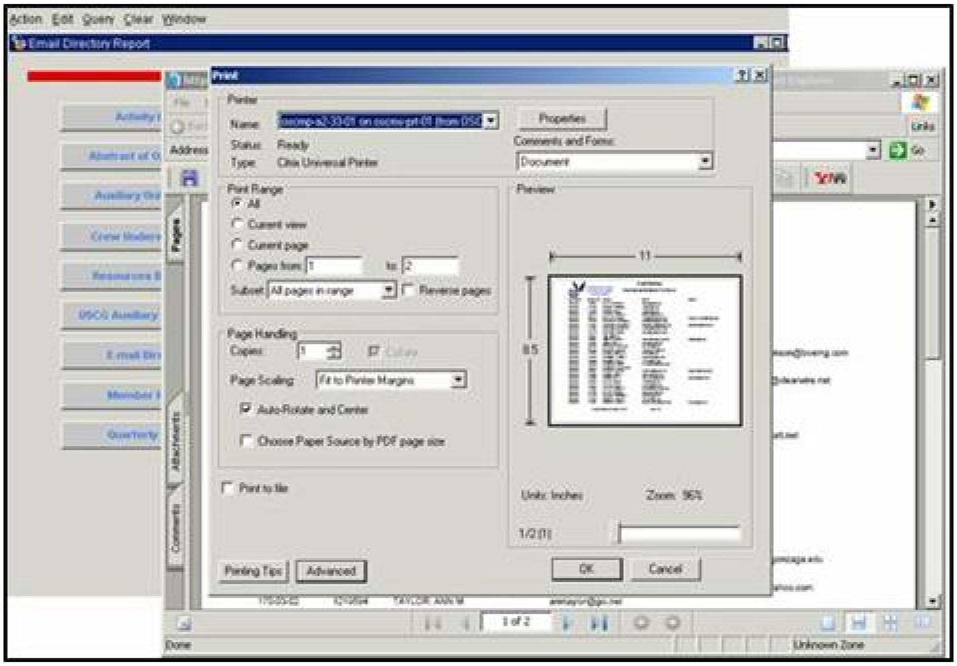

Figure B-5 Printer Dialog Box

The selected report is printed.

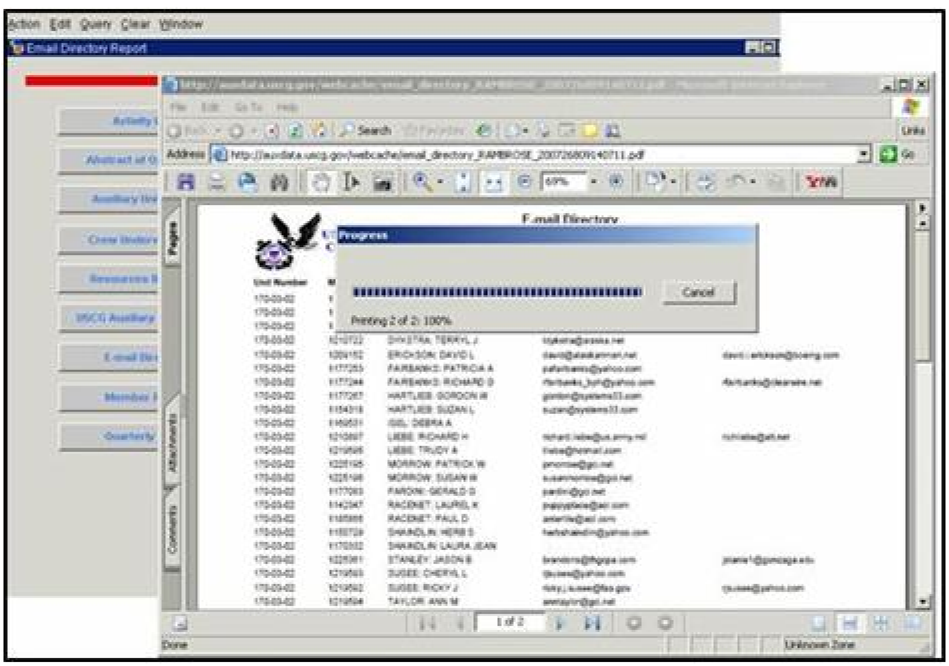

Figure B-6 Print Progress

6. In order to save the report to a local PC, select **File**, click **Save as**, name the file appropriately, and then click **OK**.

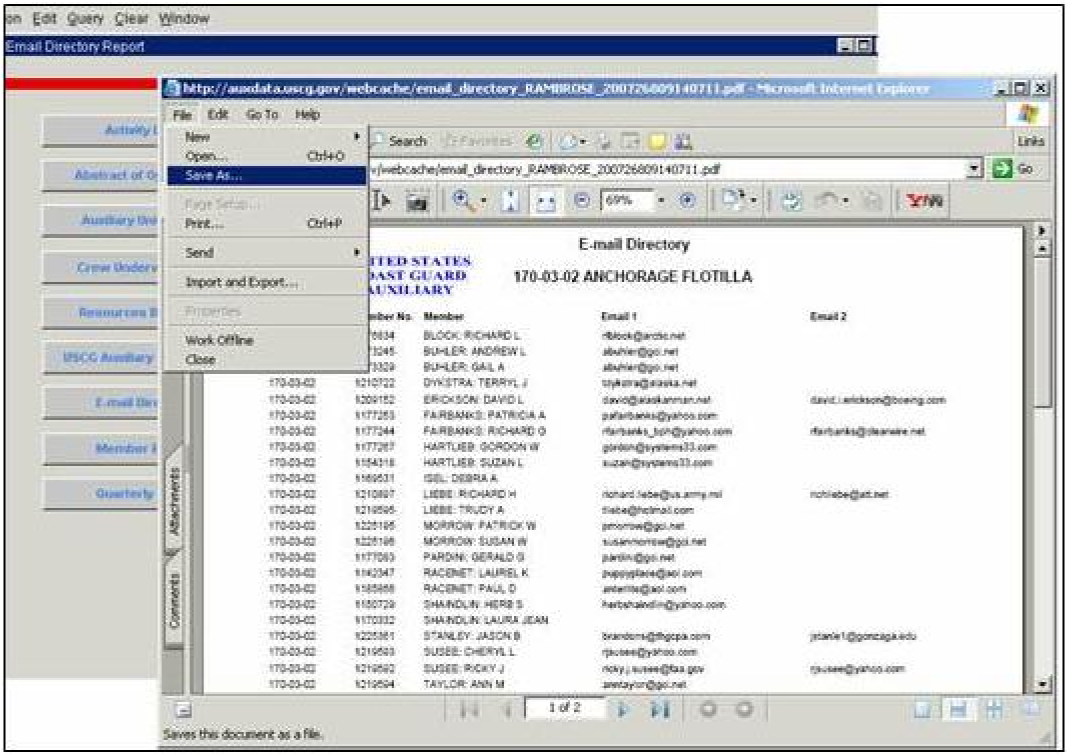

Figure B-7 Saving File to PC